



RESIDENCE LIFE HANDBOOK

On-Campus Living guidelines provided for
Eastern Arizona College
Residential Students

**All Residential Students Are Expected to be Knowledgeable of the
Material Within This Handbook and to Act Accordingly**



RESIDENCE LIFE HANDBOOK

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Section 1
Arrival Information





Residence Life

Philosophy and Goals

Welcome to Eastern Arizona College's Residence Life!

We're glad you have elected to be a residential student and to experience the benefits living on campus provides. Each of you will make a contribution to Eastern Arizona College's Residence Life. As you live, work, study and socialize, you will learn to appreciate other people for their unique qualities and abilities. You are expected to regulate your own behavior and be considerate of those around you at all times. Regulations are in place to protect the individual rights of everyone. This handbook defines the regulations and provides a guideline for harmonious living in our campus community.

Philosophy –

The Residence Life Staff supports the rights of residents to live in an environment where they feel safe, secure, and comfortable. Part of the challenge of residential living is learning to respect the rights of others in relation to your own needs and taking responsibility for your actions. To ensure residents are able to live together in a positive environment, the Residence Life staff has developed standards for community behavior. Such policies are designed not only for your benefit, but also for the benefit of those around you.

Housing Goals –

A clear description of the goals of campus housing will provide a better understanding for the basis of Residence Life Regulations. The residence halls exist to provide a convenient, affordable, pleasant and safe place for students to live while attending classes.

The purpose of campus housing is:

- To contribute to student success in educational experiences
- To provide an environment which considers each individual as a responsible adult
- To provide supplemental learning experiences appropriate to human growth and development
- To promote healthy social development and opportunities to get to know other residents in an atmosphere of mutual respect
- To provide an overall program which will help residents develop self-discipline patterns and time management best suited to their needs

We look forward to your positive contributions to Eastern's Residential Life!

FIRST THINGS FIRST!

Get yourself off to a good start by doing the following as soon as possible:

- Finalize payment for tuition and fees, books, room and board prior to hall check-in date
- Confirm your registration and locate your classrooms
- Read this handbook completely
- Watch for updated information at designated campus locations which may include bulletin boards, posters and electronic signs
- Put your name on personal items. Engraver available in the Housing and Student Life Offices
- Keep valuables locked up and out of sight
- Lock your room whenever vacant
- Obtain a mail box ASAP at the U.S. Post Office in Thatcher just across the highway on Stadium Ave., North of Mark Allen Hall
- Arrangements for telephone service should not be made until you are given a **permanent** room assignment to avoid additional service charges.
- Notify your family and friends of your postal box address and telephone number
- Ask questions! Our knowledgeable, helpful staff can assist you!

Residence Life Staff

Residence Life Staff live within each hall to assist you and to maintain a comfortable, safe environment:



Chip Schuler, James Pryor, Pending hire, Tye Stewart, Gary Sorensen, Danny Batraw

Nellie Lee Hall

Chip Schuler, Head Resident
Hall Telephone: 428-8237
Pager: 552-1163
e-mail: gordon.schuler@eac.edu

Mark Allen North

James Pryor, Head Resident
Hall Telephone: 428- 8235
Pager: 552-1162
e-mail: James Pryor@eac.edu

Mark Allen South

Pending hire, Head Resident
Hall Telephone: 428-8236
Pager: 552-1161
e-mail: pending.pending@eac.edu

Residence Towers

Tye Stewart, Head Resident
Hall Telephone: 428- 8606
Pager: 552-1164
e-mail: tye.stewart@eac.edu

Dean of Student Life

Gary Sorensen
Student Life Office: 428-8354
FAX: (928) 428-8355
e-mail: gary.sorensen@eac.edu

Director of Student Life

Danny Batraw
Housing Office: 428-8605
Pager: 552-1173
e-mail : danny.batraw@eac.edu

What's Happening?

Official Notices - You are responsible for all posted information:

- On Hall bulletin boards and doors
- In the Hall office area

Personal Messages - Watch for messages posted:

- On your room door
- In the Hall office area
- Via electronic mail

Residence Hall Meetings – **Mandatory Attendance** by all residents. Bring this handbook or receive your copy at meeting!

- Scheduled at the beginning of each semester and periodically throughout the year
- Meetings are typically scheduled at 10 PM to avoid class conflicts
- You are responsible for all information discussed and dispersed at hall and community meetings

Student Representation - Excellent leadership opportunity! Let your Hall Administrator/Head Resident know if you are interested in serving.

- Your Hall is an ASEAC activity and service club and needs representation at Student Council meetings each week.
- The Hall Representative attends the weekly Student Council Meeting at 4:30PM each Tuesday (or as updated) beginning second week of class.

Section 2

Hall and Room Information



Hall and Room Assignments

Housing and Room Assignments - are made on the following priority basis:

1. **Returning residential students** with full deposits on account and a completed “Returning Student Room Reservation Form” on file in the Housing Office. See “Sample Forms” in Section 10 of this Handbook.
2. **New residential students with athletic or presidential scholarships.** Spaces are reserved by the Head Coach or the Scholarship Office. The scholarship recipient must submit a Housing Application/License Agreement and a Housing Deposit. NOTE: There are no reserved scholarship spaces in Residence Towers. Towers assignments are made by date of receipt of Returning Student Form or Housing Application and deposit. Deposits are not paid by scholarship and/or Financial Aid disbursements.
3. **New residential students** based on the date their completed Housing Application/License Agreement and full Housing Deposit is received by the Housing Office or Fiscal Control.
4. **Part-time residential students-** only when space is available.

Hall Assignment/Room Changes –

Roommates are encouraged to work with their Head Resident to achieve compatibility. All hall Assignment changes are made by the Housing Office. If the Head Resident approves a room change, it will be made with the following considerations:

- No room changes are made within the first two- or final two weeks of the semester
- All requests must be put in writing and include:
 - The reason for the desired change
 - The desired room relocation
 - The desired relocation date
- Any assignment changes will be made on a space-available basis only

Room and Window Decoration

Room Decoration:

- May include pictures, posters, and etc. which are not offensive to your roommate or any visitors; including parents and potential students. Residence Life staff may ask you to remove material deemed offensive.
- Should not damage ceiling, walls, paint, sheetrock, brick, or woodwork.
- Do not apply “Glow in the Dark” stickers to the ceilings and/or walls.
- Do not use duct tape **on any room surface**. It is extremely difficult to remove adhesive left by this type of tape. If used, a charge will be assessed for cleanup.
- “Sticky putty” or adhesive foam pad can be used to mount posters, pictures, etc on walls. Do not use nails, screws, or similar devices to mount anything on walls

Window Area Decoration:

- Do not remove drapes, screens, or blinds from windows at anytime
- Residence Life Staff may ask you to remove material from windows that is deemed inappropriate, offensive, or a security risk to the college and/or its residents and students
- Cannot include advertising material
- Should not damage or reconfigure window hardware, glass, frame or function of the window
- Should not prohibit exiting in case of an emergency evacuation

Appliances

Appliance policies are made in consideration of the building's electrical capacity, utility costs, fire safety, pest control, injury and damage potential.

Acceptable Appliances include :

- lamps, radio, stereo, iron, blow dryer, curling iron, electric razor, computer, printer, television, VCR/DVD, typewriter, electric blanket and heating pad.
- **Beginning Fall 2005** - Students in Traditional halls will be allowed to have **1 refrigerator per room**. The **maximum** size of a refrigerator cannot be larger than **4.3 cubic ft.**(small apt size) The College/Hall staff **reserve the right to inspect the contents of each refrigerator** in accordance with our normal inspection guidelines for cleanliness, safety, and hall/school policy violations

If an item is not listed, please check with the Head Resident and get approval before using. If you need an item for medical reasons, you must submit a current medical prescription stating the required item, medical condition, and length of time the item is needed. The Housing/Counseling Office will validate the prescription and notify you whether the appliance is approved.

Prohibited Items include :

- Microwaves, toasters, air conditioners, evaporative coolers, hotplates, popcorn poppers, woks, crock pots, rice cookers, space heaters, any type of stove used for cooking or which produces heat.

Violation of Appliance Policy:

- If you do not remove the prohibited item when directed to do so, the item will be confiscated by staff and held until you can remove it from Campus.
- Possession of a prohibited item is considered to be insubordinate and a lack of consideration for the safety and well being of the hall community. If you have a prohibited appliance in your room/suite, you will be subject to disciplinary action.

Use Caution:

- When leaving your room unoccupied; make sure all heat producing items are turned off.
- Do not place hot items directly on furniture or carpet, near drapes, bedding, clothes or flammable items.

Room Furniture and Room Inspections

Furniture in your room:

- **Is your responsibility.** Missing or damaged furniture (beyond normal wear and tear) will be assessed and charged to you and/or your roommate.
- **Must stay in your room.** Items outside of your room are subject to theft or damage, therefore, you will be charged a replacement fee for any items moved or left outside of your assigned room.
- **Should not be disassembled.**
- Must be returned to the original check-in position prior to checkout. Failure to do so will result in charges being assessed against your deposit to replace furniture into original position.

EAC reserves the right to inspect rooms at any time by Residence Life Staff or pre-approved College Officer.

Room inspections are made on a regular basis. They may be:

- Pre-scheduled or unannounced.
- May be sequential or random.
- Made for cleanliness, health, and safety compliance.
- Made to check for violations of Residence Life and EAC policy.

If an item has been left operating in your room that disturbs the community or threatens their safety, Residence Life Staff may have to enter a room to shut it off or unplug it. This frequently occurs with alarm clocks, stereos, TV's, and Christmas lights. Please see "Appliances" section.

Cleaning

You are responsible for:

- Cleaning your own room/suite/community area.
- Taking your trash outside to the dumpster.
- Cleaning up any messes you make in the bathroom, corridors, common areas, laundry rooms, or entries of the hall. This includes pizza boxes, soda cans, dryer lint, spilled detergent, etc.

Cleaning equipment may be checked out from each Hall Office.

Custodians clean the common areas, corridors, and restrooms of the hall on a daily basis. If they should have to do extra work to clean up an unusual mess or damage, there will be an individual or community charge assessed to resident(s).

Bathrooms:

- No haircuts at anytime. It is difficult to clean up the hair, a health hazard, and no one else really wants to have to walk through it.
- Use toilets or urinals. Do not use sinks, showers or floors for elimination of body waste. Do not put paper towels in toilets.
- Flush after each use.
- Use trash receptacles for disposal of female sanitary products.
- If there is a plumbing problem, **report** the situation to the Head Resident as soon as possible.
- Do not unassemble any plumbing equipment

Section 3

Behavior Expectations





Student Code of Conduct

The Eastern Arizona College Student Code of Conduct described in the General Catalog includes:

- The College has the obligation to determine the standards of conduct appropriate for the student body.
- Standards apply to everyone and violations may subject to disciplinary action by the designated College official.
- Admission to the College is a privileged status and involves special additional obligations to the College community.

The rules of conduct specified below are not all-inclusive but are emphasized as being among those necessary for the security and well-being of students attending Eastern Arizona College and are among the circumstances which may lead to disciplinary action and possible dismissal:

- Conviction of a crime or continued misconduct of any type that is an infraction of the established laws of the town, county, state or nation.
- Possessing or using intoxicating liquors, narcotics or other illegal drugs.
- Stealing or in possession of stolen articles.
- Malicious destruction of property.
- Endangering or threatening the life or physical safety of others or self.
- Failure to meet financial obligations to College.
- Student conduct, on or off campus, prejudicial to the best interest of the College may be considered cause for disciplinary action or dismissal.

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Additional information concerning student conduct while attending Eastern Arizona College can be found on EAC's online General Catalog at:

<http://www.eac.edu/Academics/Catalogs/Current/codeofconduct.shtm>

Behavior Expectations and Discipline

As mature, law-abiding and responsible adults your behavior is expected to:

- Enhance both the campus and local community.
- Be respectful of the rights and property of others.
- Be in accordance with national, state, and local laws.
- Follow guidelines addressed in the Student Handbook, General Catalog, and Residence Life Handbook.
- Be in good taste at all times. Dress, language and behavior should be appropriate to an educational environment.
- Be respectful of College property and personnel.

Discipline

- The primary concern is the well-being of all students. If you put your interests above that of the hall community, you may be in conflict with Residence Life policies. Any resident in violation of campus and/or hall policies should expect to be disciplined.

Violations of Residence Life Policies:

- Will be documented and require a meeting with Head Resident to review Hall/Residence Life policy and chart a course of resolution of violation
- Will result in a notation in your Residence Hall/Life file.
- Which are serious and/or repetitive, will result in referral to the Residence/Student Life Administrator. Upon referral, you will be expected to attending a disciplinary hearing at appointed time in the Housing Office located in the lobby of Residence Towers. If you have a question about your appointment, please call 428-8605 as soon as possible. Failure to keep your appointment or make other arrangements will reflect negatively on your situation.

Noise:

- Is any sound, human or otherwise, which is disturbing to other individuals. Excessive noise (loud stereos, stereos that emit a heavy bass tone regardless of volume, amplified instruments, parties, loud voices, etc.) is an infringement on the rights of other residents and is unacceptable.
- Is of concern in residential communities where many people live in close proximity. Not only does noise affect your residence hall but also nearby classrooms, the Activities Center and neighboring homes.
- Is reduced by everyone's compliance with Quiet Hours as described in this section

Responsibility:

- Lies with each individual to control noise AND with those victimized by noise to contact the offending party and request the problem be eliminated.

Violations:

- If the offending party fails to comply with a resident's request to reduce or eliminate noise, the situation should be reported to Residence Life Staff.
- Disciplinary actions may include loss of housing privileges and/or other sanctions.

Quiet Hours

Daily Quiet Hours from 10 PM – 8 AM:

- Provide environment for sleep and study.
- Require everyone's respect and cooperation.

Quiet Hour Rules After 10 PM:

- Radio, TV, video game, and stereo volume shouldn't be heard outside a closed door or window. Use of headphones is recommended.
- If your window is open, volume should be at a level that it doesn't disturb neighboring rooms or buildings.
- Keep conversation and laughter at a low volume.
- Do not slam doors. Enter and exit quietly.
- Do not gather in corridors outside rooms. The common areas should be utilized during these hours.
- If you are using a pay phone, please keep your voice low.
- Discourage incoming calls after 10 PM. The ringing phone is disruptive for everyone in the hall.
- Follow any guidelines as instructed or posted by Head Resident/Hall Administrator. Staff are available at any time for residents to report disturbances.

Courtesy Quiet Hours are in effect at all times. They:

- Allow residents to sleep, study, relax or host visitors without distracting noise
- Prohibit disruptive noise. At no time should amplified sound or yelling be directed out of or at residents' windows.
- Require residents to maintain reasonable quiet in room areas

Noise Policy

The realities of community living dictate that individuals respect community needs for the moderation of noise (regardless of quiet hours). Noise is any sound, human or otherwise, which is disturbing to a resident. In an effort to reduce the amount of noise in the resident halls, communities and suites, specified quiet hours are in effect.



Quiet Zones Adjacent to Residence Halls

Quiet Zones are considered to be areas immediately outside and adjacent to all Residence Halls on Campus. They include:

- Immediate areas around all Residence Halls on EAC's Campus
- Parking Lots and other parking areas adjacent to each Residence Hall on EAC's Campus
- Recreational Areas located near Residence Towers and Nellie Lee Hall

In Quiet Zones:

- **Courtesy Quiet Hours*** are in effect at all times.
- After 10pm, **Quiet Hours*** are in effect.
- After 10pm, Sunday through Thursday, and 1:30am on Fri and Sat nights, there will be no gathering / loitering of residents, students or visitors in established Zones.
- Noise, gathering, or other disturbances in these areas will be a violation of Residence Life/Campus policy and will be referred to Residence Life Staff and/or Campus Police. Violations are subject to disciplinary action and/or citation.

*Refer to Section 3 pages 3, 4 of the Residence Life Handbook.



Loss of Campus Housing Privileges

Examples of behavior which may cause you to lose campus housing privileges:

- Violation of national, state or local laws
- Behavior which threatens your safety or the safety of the residence hall community
- Use of prohibited substances
- Visitation violations
- Property theft or damage
- Insubordination at any time
- Failure to follow Residence Life Policy as indicated in the Residence Life Handbook, dispersed in hall meetings, or directed by Residence Life Staff

If you lose campus housing privileges:

- You will not receive a refund of your room cost after the end of registration for that semester. Meal Plans refunds are pro-rated then refunded up until the 60 percent point in the semester and are only available if student completely withdraws as a student . After that time, there is no refund of Meal Plan.
- Your housing deposit will be subject to individual and community damage charges and takes 3 to 4 weeks to process
- Typically, you will have 48 hours after a violation to checkout of your room/suite, unless otherwise directed by disciplinary officer during disciplinary conference.
- If your violation is severe or there are less than 48 hours remaining before hall closure, you can be evicted immediately.
- Ejection may affect your ability to return to campus housing in subsequent semesters.

Hall Assistants- Residence Towers

What you can expect from your Hall Assistant (HA):

- To be a friend
- To be a resource – Someone who will either have answers for you or will know where to get them
- To be a helper – someone who can listen and then ask questions that will help clarify problems and move toward solutions.
- To be accepting of others and appreciate the differences in their beliefs, culture, and lifestyles.
- To be good-natured and consistent
- To hold students responsible for their actions and behavior – to confront community members who are infringing on the rights of others.
- To keep you informed of campus happenings and programs
- To be someone who will help you meet people
- To set up community meetings where you will get to know the members of your community and develop an agreement of how you will all live together.
- To support and assist community members who wish to get involved in hall activities.
- To get valuable information posted and available to students
- To provide opportunities to discuss current issues, programs, and events.
- To help resolve conflicts between suitemates or community members.

What you shouldn't expect from your Hall Assistant(HA):

- To patrol the halls and communities for Quiet Hours violations – if things are too loud, you are responsible for asking the floor members to please quiet down, and if you still have problems, then contact your HA.
- To always be out in the hall and communities – they have studies and commitments too.
- To solve your problems for you – although assistance will be offered.
- To turn their backs on violations – Hall Assistants are expected to do their job by reporting violations.
- To never make mistakes



Roommate Success

Campus living presents many challenges. The first of which is learning to live in close quarters with new people. Some of the goals of sharing a room are to create an atmosphere where both your personal and academic needs can be met, and it is always nice if a friendship can develop as well! Roommate success can be enhanced by building a foundation of open communication. Start by becoming acquainted with each other so you know what to expect. The questions below will help you start talking. Keep in mind that your roommates and suitemates are not going to be just like you. There will be differences and surprises along the way. You will both need to adjust and compromise. Give it a try!

Questions to ask each other (and yourself):

- How do you feel about guests dropping by? How often? How late? Weekend visitors?
- What time do you go to sleep? What time do you get up? Are you a heavy or light sleeper? Do you snore?
- How much do you study? When do you study? How quiet does the room have to be for you to study?
- At what temperature do you like to keep the room?
- What kind of music do you like? How loud?
- How clean and neat do you want the room/suite? How do you decide who cleans what and when in the room?
- Which items of your property are OK to borrow? Which are off limits?
- How will you set-up your living space?

The Roommate Bill of Rights

- The right to sleep and study free from undue interference in one's room. Unreasonable noise, guests and other distractions inhibit the exercise of this right.
- The right to expect that a roommate will respect one's personal belongings.
- The right to a clean environment in which to live.
- The right to free access to one's room and facilities without pressure from a roommate.
- The right to privacy.

- The right to be free from fear of intimidation, physical and/or emotional harm.
- The right to expect cooperation in the use of “room-shared” appliance and a commitment to honor agreed-upon payment procedures.
- The right to be free from peer pressure or ridicule if one’s lifestyle choices differ from one’s roommate.
- The right for redress of grievance. Residence life staff members are available for assistance in settling conflicts.

Roommate Agreement

- If you find that you and your roommate could use some assistance with discussing issues or concerns, your Residence Life Staff can help. He or she can provide you with a “Roommate Agreement” to be completed. This agreement will focus your discussion on areas of potential conflicts and help you and your roommate

Survival Tips for New Roommates

- Discuss Questions to Ask Each Other as soon as possible
- Be realistic: Don’t expect your roommate to be your best friend and constant companion.
- Continuous close contact can strain even the best friendships
- Keep the lines of communication open
- Discuss potential areas of conflict. Be open to compromise.
- If your roommate is doing something you don’t like, talk about it right away.
- Be considerate of your roommate’s privacy.
- Never assume your roommate is just like you. You both have unique differences.
- Take accurate telephone messages
- Always ask permission. Don’t just use the iron or eat the cookies, ask first.
- Appreciate your roommate. Never take your roommate for granted
- Avoid being judgmental.
- Be honest, assertive, and stand up for yourself.
- Ask your Residence Life Staff for help. He/she is trained to help mediate conflicts.

Section 4

Visitation Policies



Visitation Privileges

Visitation Policies

- Visitation Regulations are in place to maximize safety of our residents and to minimize the chance that someone may enter a hall and inflict bodily harm or steal the belongings of hall residents.
- **Unlike Residence Towers**, Nellie Lee, Mark Allen and Wesley Taylor Halls do not have visiting areas in the wings separate from the common bathroom and residents rooms. Therefore, visitation hours are more limited in these Traditional Halls. **The privacy and security of all residents takes precedence over the rights of visitors.**
- Hours are established by the Residence Life Staff of each Hall in conjunction with existing College and Residence Life policies.
- Failure to follow Visitation Policies can result in temporary or permanent loss of Visitation and/or Housing privileges for individuals or the entire hall.

Visitation Regulations for Traditional Halls, Lounges and Common Areas

- **Visitation Hours will be posted in each residence hall.** Everyone is expected to follow these hours. Any exceptions must be cleared by the Head Resident in advance of a visit.
- **All visitors must check in at hall office** and leave an EAC ID or picture ID with date of birth.
- All visitors must be accompanied by the resident(s) they are visiting **at all times.** Non-residents cannot just “hang out” in the hall/ wings / common areas. **Visitors, including siblings, under 18 years of age, must be accompanied by a parent or guardian at all times regardless of gender.**
- Residents’ visitors may **enter the Lounges or Lobby** of Halls after:
 - 8 AM Monday – Friday
 - 10 AM Saturday and Sunday
- **All Non-residents** of a hall must be out of the Residence Halls by:
 - 11 PM each night of the week or as directed by Hall Staff



Opposite Gender Room Visitation and Overnight Guests

Visitation Policies

- **All visitors must check-in** with hall staff, sign roster, and leave a valid ID. A visitor who fails to check-in can be cited for trespassing by Campus Police, as well as, violators and their hosts are subject to loss of Visitation/Housing Privileges. **Visitors under 18 years of age, must be accompanied by a parent or guardian at all times regardless of gender.**
- Loitering in corridors, moving from room to room, entering wing restrooms or exiting via windows or fire doors is prohibited. Please remain in the room you are signed in to visit until ready to leave.
- **If you are hosting a visitor, your room door must remain open at all times.** Your roommate should always have the freedom to enter the room during Visitation Hours. **Sexual contact/activity is not permitted at anytime.**
- **As the host you are responsible for notifying your visitor of all Visitation and Hall policies/regulations.** If there is a violation, you and your visitor are subject to losing Visitation/Housing Privileges.

Overnight Guests

- **A resident must get approval for overnight guest from Housing Office or Head Resident first,** then pay at Fiscal Control. Guests must pay an **\$10.45** per night at **Residence Towers** or a **\$7.85** per night in the **Traditional Halls in advance of their stay.** Student must bring a receipt to the Housing Office and/or Head Resident to finalize approval for guest's overnight stay.
- It is mandatory that hall staff know when a non-resident is staying in a residence hall, especially in the case of an emergency, evacuation, or crime. **All guests must check-in with the Head Resident.**
- **A bed space must be available in room** and the residents of the room must be agreeable to sharing their personal space with a guest.
- In order to stay in your room or wing, guests must be of the same gender and over the age of 18. If less than 18 and a same gender sibling, the student and Head Resident must seek approval from the Housing Office. **Written parental permission** is required of sibling guests under 18. As a general rule, no sibling guest can be under 16 years of age.
- Guest are limited to a maximum of 7 nights a semester with no one continued stay being more than 3 consecutive nights.

Unlawful Tenants

Unlawful Tenants-

- Defined as a student or individual who is residing in a residence hall room or suite without properly securing on-campus residency as described on the “Residence Hall Application and License Agreement.” This student or individual has not applied for on-campus housing, and/or paid a deposit, paid for room or meal plan or has lost on-campus living privileges(ejected). These individuals are sometimes referred to as a “Squatter” and basically are stealing campus services and adding to the hall costs to students who have legitimately paid to have a room.
- **No** non-resident student or individual may stay in a residence hall room or suite without following the visitation and or overnight guest policies and procedures described in section 2 of this handbook.
- Students or individuals visiting and/or residing in an on-campus room or suite that have not checked in as a visitor or as an overnight guest, **are considered an unlawful tenant and are trespassing.**
- Unlawful tenants will be referred to Campus Police for possible citation and/or arrest for trespassing.
- Hall Resident(s) willingly allowing an unlawful tenant to stay in their room or suite are in violation of Residence Life Visitation, Overnight Guest, and Residence Life Code of Conduct policies and **are subject to disciplinary sanctions that include loss of Campus Living Privileges.** Residents in violation will be referred to the Campus Judicial Officer to review policy violation complaint.
- Any activity of an unlawful tenant that is in violation of Resident Life, Student Life, and/or Eastern Arizona College policies and regulations is the unlawful tenant’s responsibility, **along with**, the hall resident who allowed them to unlawfully stay in their room or suite. Both the individual and hall resident will be subject to disciplinary sanctions in accordance to their violations.
- A hall resident allowing a unlawful tenant to stay in their room or suite are subject to the nightly cost to stay in a room or suite in the hall for the number of days an individual stayed in room.

Section 5

Safety and Security



Fire Safety

Notice of Consequences:

- Tampering with fire alarms, prevention equipment, or procedures can result in a maximum penalty of a six-month jail sentence and a \$1000 fine; and/or...
- The City of Thatcher Fire Department may charge a student or students a \$2000 fine for knowingly causing a false alarm to be sounded as a result of a student or students' failure to follow Residence Life policy/guidelines and/or directions concerning fire safety and procedure as disbursed by Hall Staff.
- Failure to evacuate the Residence Hall after a fire alarm has sounded, will result in disciplinary action taken against you.

Discovering a Fire:

- Alert others; Pull the nearest fire alarm or call 911
- Extinguish a small fire ONLY if there is no risk to you or other residents
- If you attempt to extinguish a fire, maintain an avenue of escape at all times.
- Aim extinguisher at the base of the fire.
- Evacuate the building via the nearest exit; note posted evacuation notices.
- Report all fires regardless of size, to Residence Life Staff or Campus Police (ext. 8240)

Fire Safety - Precautions:

- Do not block doorways, windows, hallways, stairways, escape routes or emergency exits at anytime.
- All electrical cords and devices should be Underwriters Laboratories(UL) approved
- Avoid use of extension cords
- Inspect all cords for wear or damage which may cause it to short circuit
- Use power bars with an independent breaker
- Do not use an adapter to plug in additional cords to an outlet
- Do not remove faceplate from electrical outlets or switches. Report broken faceplates, sparking, or shorting as soon as possible.

- Do not use any devices with open heating elements. (Ex. Hot plate, floor heaters)
- Keep flammable items such as papers and clothing away from heat sources and electrical outlets
- Do not change overhead light bulbs. Report malfunctions to Residence Life Staff
- Report any electrical problems as soon as possible.
- Christmas lights are allowed under the following guidelines:
 - No live trees
 - Lights must be UL approved
 - Follow “Appliance” guidelines in this Handbook which includes turning off lights when room is unoccupied.

NO OPEN FLAMES OR COMBUSTIBLE ITEMS ARE ALLOWED IN ANY RESIDENCE HALL!

This includes any device which produces a flame or intense heat such as:

- barbecue grills, candles, lighters, cigarettes, cigars, pipes, matches, incense, fireworks, smoke bombs, propane burners, hotplates, fuel or gas tanks, firearm and ammunition.

ADDITIONAL PRECAUTIONS FOR RESIDENCE TOWERS RESIDENTS!!:

Residents in Residence Towers must take extra precaution in their communities and suites not to activate the General Fire Alarm unnecessarily(false alarm) and be subject possible fine and/or sanctions. Detectors in living areas are sensitive to many atmospheric changes in the air that are caused by various situations that should be avoided. **They include:**

- Heavy buildup of steam, dampness or humidity
- Smoke from any source(candles, incense, cigarettes, matches, etc)
- Aerosol sprays(room deodorizers, hair spray, etc)
- Chemical vapors(glues, fingernail polish and remover, acetones, oil paint, etc.)
- Heavy accumulations of dust; dust in air caused by bouncing balls, or other unusual activity in suite
- Placing fluorescent lights near detectors (activated by electrical noise)
- Hang anything on, or tamper with, sprinkler heads located in living areas

Fire Evacuation

In Case of Fire:

- STAY CALM!
- If no alarm is sounding, pull fire alarm if there is one in the area. Alert others in the building if you can safely do so.
- Follow the evacuation plan described below.

Building Evacuation – FAILURE TO EXIT THE BUILDING IN A FIRE DRILL OR ACTUAL EMERGENCY CAN RESULT IN CITATION AND DISCIPLINARY ACTION

- In the event of an alarm, place hand on room door. If not hot, open slowly and check to see if it is safe to exit.
- Grab something to cover your face and put on a pair of shoes for protection. Dress appropriately for the weather.
- If time permits, open blinds or curtains and turn on lights.
- Feel the door. If it is hot, do not open it. Put a wet towel/blanket under the door to block smoke, and open your window. Call and signal for help. Dial 911 if you have phone access. Do not Jump! Stay low in room and signal with a flashlight or bright cloth so emergency personnel will know you are in the building
- If the door is not hot, open slightly and put your hand out into the hall. If the hallway is hot, Do not go out! Close the door and follow previous step.
- If hallway is not hot, and is clear, close your door and evacuate building. Do not use elevators during an evacuation
- Proceed to the nearest unobstructed exit or an exit prescribed in your escape route and leave the building.
- In case of a smoke-filled area, crawl – don't walk. Typically, there will be less smoke closer to the floor.
- Go away from the residence hall to the Emergency Evacuation site - SANDPIT VOLLEYBALL COURT- so you can be accounted for.
- Notify Residence Life Staff or Emergency Service personnel if you think someone may be trapped in the building
- Wait in that area until the "All Clear" is given by Emergency Service personnel prior to re-entering the Hall

Evacuation Procedures for Individuals with Disabilities Residence Towers

Residence Towers was constructed with three specifically designed suites to facilitate those residents who may require a living area that meets wheelchair/ADA requirements for those residents with physical disabilities. The facility was designed to feature some of the most fire-resistant materials available for construction, furniture that meets all requirements of the California Code as it pertains to its resistance to heat and flame, and one of the most up to date fire/smoke alarm systems available at the time of construction. Upon request and as a handicap/physically disabled resident becomes eligible to live in RT, they will be placed in one of these three living areas (6spaces total) based on gender and time of request. All spaces are on a first-come, first-serve basis depending on date of application submission and payment of housing/room deposit. Handicap/physically disabled students may request to live in other areas of RT, although access in those areas aren't as assessable as those designed for that purpose. In any case, since Residence Towers has multiple levels, 1 ground level and a 2nd and 3rd level, with special living areas on each level, it becomes necessary to integrate evacuation procedures that facilitate those residents with special needs in the event of an emergency requiring evacuation of the building.

Procedures to be followed in the event that the evacuation of Residence Towers is necessary:

1. When the fire alarm sounds, all residents of RT are required to evacuate the building and meet at a pre-determined location so that they can be accounted for by RT staff and emergency personnel.
2. Elevators are not to be considered as an emergency exit option and will not be used during a fire alarm and/or evacuation of the building.
3. Emergency stairwells that are attached to each community should be used if possible during an evacuation to keep congestion of main stairwell in the courtyard area to a minimum, to assist the movement of staff and emergency personnel securing the area. All stairwells should be kept clear of blockage and debris at all times by residents and staff. Chairs and other items placed in these areas may endanger those trying to evacuate and puts all residents at risk for potential, unnecessary injury.
4. Residents who use devices that assist them to walk (crutches, canes, etc.), should evacuate as expeditiously as possible. They may request assistance from a fellow resident, staff member, or emergency personnel. It is suggested that they evacuate the building by using the main stairwell in courtyard area so that assistance is more likely to be available by one of the mentioned parties. Once out of the building these residents should meet at a pre-designated location to be accounted for by RT staff and emergency personnel.

5. Residents who are wheelchair users and reside on the ground level of the building (West 1D), and can exit directly to the outdoors should do so as quickly as possible, and meet in a pre-determined area to be accounted for. Members of that community, without endangering themselves, will be required to assist where necessary, those residents that are wheelchair users while evacuating building. (Specific persons or suites may be assigned hourly/daily/weekly to assist during evacuations, if that community chooses to make those assignments on their community contract.)

6. The following procedures should be followed when wheelchair users are assigned to or are on the 2nd or 3rd levels of RT during an emergency evacuation:
 - a. All residents of a community that have a wheelchair user in one of it's suites will be notified in person/writing by RT staff at the beginning of their stay. During an evacuation, all residents of that community will be required to assist, without endangering themselves, a resident who is a wheelchair user during their residency at RT. (Specific persons or suites may be assigned hourly/daily/weekly to assist during evacuations, if that community chooses to make those assignments on their community contract.)
 - b. All available Hall Staff members are also assigned to check for and assist all disabled residents during an evacuation. All Staff members must have prior knowledge of their location and check on these residents each time there is an evacuation even if there has been a community or community member assigned to assist. NO EXCEPTIONS! Normal evacuation assistance should be maintained throughout the rest of the hall along with the evacuation of disabled residents. Use your best judgement to insure that all residents are evacuated safely and in a time efficient manner.
 - c. If assistance from a community member is not available, and no smoke, fire, or immediate danger is apparent, resident should remain in his/her resident hall suite with the door closed and unlocked. A closed door can provide a safe barrier for many minutes, until an on-duty campus officer/staff member, or emergency personnel can assist them in safely exiting the building.
 - d. At the beginning of each semester, Hall Administrator will notify all available campus officers and RT staff members of each of RT's wheelchair users, the nature of their disability, and their living area/location while residing at RT. A floor plan of their location will be posted in the conference room of the office/lobby area of RT for easy reference in the event of an emergency evacuation.
 - e. All available staff members, at the time of an emergency evacuation, will be required to assist in evacuating building. Other specific assignments for evacuation may be given throughout semester.
 - f. Suites that have wheelchair users should be treated with high priority by staff. These suites will be checked by each available staff member during an evacuation to insure evacuation is complete in these areas. If evacuation of these areas by staff is restricted by fire, smoke, or other dangers, and a resident who is a wheelchair use is unaccounted for, staff member(s) should advise emergency personnel of situation and location of resident as soon as possible.
 - g. If smoke or fire are noticed by a resident in a wheelchair, and the individual is alone and has access to a phone, he/she can relay this information directly to emergency services, including the phone number they are calling from.
 - h. If no phone is available, resident should hang colorful fabric such as a jacket or blanket out of window and shout to attract attention to their location.
 - i. Resident should remain in that location until help arrives, although that resident has the right to move to a safer location.
 - j. If danger is imminent, and it becomes necessary to evacuate, it is the responsibility of the individuals with the disability to request assistance. In general, these individuals must not be carried, except in extreme



emergency, due to the risk of potential injury. These residents know best how they should be carried and should direct volunteers accordingly. These residents should also ask a staff member or college officer to relay special information or needs (medication, specific handling instructions, etc.) for evacuation to emergency service personnel as soon as possible. Once outside the building, these residents and their volunteers should meet other residents in a pre-designated area to be accounted for.

Note: Individuals with disabilities are largely responsible for them selves, but may ask for the assistance of a staff member or a volunteer/resident of RT when needed. The above procedures should be followed in the case of fire drills as well. It is important to establish these procedures for drills, so that they can be carried out, without confusion or endangering person with the disability, in the event that an actual emergency evacuation occurs.

Keys

Hall Entry and Room Keys are extremely important for your safety and that of everyone else living in the hall.

Keys are:

- Your sole responsibility. Lost or stolen keys should be reported immediately!
- Not to be copied or loaned – such actions are subject to disciplinary measures.
- \$50 each in Traditional Halls and \$62.50 each in Residence Towers if lost or not returned upon checkout!
- Are replaced, if lost during the semester, by paying for a replacement at the Fiscal Office and bringing your receipt to the Head Resident who will issue you a new key.
- Are to be returned by you personally upon checkout. Do not leave key in your room or give it to a friend.

Lockouts:

- Can be avoided if you carry your key with you at all times
- A duplicate key will not be issued to someone else on your behalf. The Head Resident/hall staff will personally come to the room to unlock it.
- Repetitive lockouts(after 2) will result in a \$5 per incident charge against your \$150 deposit. Continued lockouts may result in disciplinary action.

Suggestions:

- Keep your key with you at all times even when you just go down the hall. A lanyard or chain around your neck is convenient when you don't have pockets.
- Never loan your key to anyone not even your roommate – they have their own key!
- Keep your key on an easily identifiable lanyard/chain or ring in case of loss

Personal Safety

If you:

- are the victim of a crime or violation of College/Residence Life policies
- have witnessed a crime or violation of College/Residence Life policies
- see someone who doesn't belong in the area or is acting suspicious
- have any concerns about your safety or the safety of someone you know

do not hesitate to report it as soon as possible to your Residence Life staff, Campus Police, Thatcher Police, or the Student Life Office.

- Campus Police Pager: 552-0157
- Thatcher Police 24-Hour Dispatch: 428-3141
- Student Life Office, M-F 8 AM – 5 PM: 428-8354

Relationship Violence/Sexual Assault

Your safety and that of other students is top priority. If you have been a victim of relationship violence or sexual assault, please seek assistance as soon as possible by calling any of the following parties:

- Residence Life staff at numbers listed in the front of this Handbook
- Counseling Office 428-8253
- Rape Crisis 24-Hours Hotline 348-9104
- Campus Police Pager: 552-0157
- Thatcher Police 24-Hour Dispatch: 428-3141
- Student Life Office, M-F 8 AM – 5 PM: 428-8354

Elevator Use in Residence Towers

- Elevators are for the convenience of our residents and staff and should be used only as a transporting device from one floor to another in Residence Towers.
- Horseplay or rowdy behavior is prohibited while on or operating elevator.
- Unauthorized tampering of elevator safety equipment, emergency phone, lighting, etc. is a violation of Residence Life policy and will result in disciplinary action taken against anyone tampering with elevator equipment.
- Elevators are not to be used during an emergency evacuation of building at any time. This includes during fire alarms/drills. There are sufficient stair exits located at strategic locations throughout the hall for use during such evacuations.
- Overloading the elevator beyond its operating capacity is prohibited.
- During a power failure, Elevator is equipped with a back-up safety system that will take car to the first floor and open doors so that you can exit safely.
- If you do become trapped in the elevator between floors because of a power failure or mechanical failure, do not panic. Elevator doors can be opened by staff from the outside of car without the aid of electrical power. Press emergency bell located on operating panel. If you get no response, there is an emergency phone located just below operating panel that has an automatic dialing feature simply by pressing the button. Explain your situation to party that answers your call and help will be on its way in a few minutes. Do not attempt to open doors and climb out of car from the inside. Power could be restored while you are doing this and car may move and cause possible physical harm or even death. When Staff or any safety personnel arrive, follow their directions thoroughly.
- Elevators are monitored 24hrs a day by an automated system as well as various times by staff. Do not block doors open at any time. The automated system will detect it as a problem and dispatch a repairman when blocked open.



Sexual Discrimination and Harassment Policy and Complaint Procedure

Sexual Discrimination/Harassment Complaints

Eastern Arizona College does not discriminate against potential or existing employees or students on the basis of their gender or sexual preference(s). In concert with this policy, the College enforces a no-tolerance rule regarding evidence of sexual harassment by any of its employees, any of its students and/or any third parties contracted by the College that might otherwise engage in sexual harassment against any other employee, any applicant for employment, and/or any student applying to or in attendance at the College. Furthermore, the College considers sexual harassment to be a major infraction of the professional integrity of its employees and/or student, or whosoever engages in such practice, and will take steps to the furthest extent of the law to suspend or otherwise discharge the perpetrator from employment or continued enrollment at the College, and will cooperate with legal authorities in pursuit of appropriate legal action.

Any unwelcome sexual advance, request for sexual favors, and/or other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to the conduct is made either an explicit or implicit condition of employment or academic standing;
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting an employee or applicant for employment; or is used as the basis for an academic decision affecting a student; and/or,
3. The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment; or interferes with a student's academic performance or creates an intimidating, hostile or offensive academic environment.

Bringing a Complaint

Any employee, applicant for employment or student who believes that he/she or another employee, applicant for employment, or student, (1) has been discriminated against on the basis of gender and/or sexual preference(s), or (2) has been sexually harassed, should promptly report the matter to any academic administrator at the College (i.e., college dean or vice president). Any academic officer or other administrator of the College who receives a report of sexual harassment must present the allegation to the College President as soon as reasonably possible. The College President or personnel designated by the College President shall investigate any and all complaints of sexual harassment. A complaint arising from a Graham County site may be reported to the Chief Student Officer at (928) 428-8354, Student Life Office, Room 114 in the Thatcher Campus Gerald L. Hoopes Jr. Activities Center. A complaint arising from a Greenlee County site may be reported to the Chief Campus Officer at (928) 428-8621, room 102 in the Thatcher Campus Administration Building.

Resolution of a Complaint

The College is committed to investigating each complaint thoroughly and taking immediate and appropriate corrective action on all confirmed violations of this policy. In determining whether or not any particular alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the alleged incident(s) and the context in which the alleged incident(s) occurred will be reviewed and considered. The College prohibits reprisals by any of its employees or students against any complaining employee(s), student(s) or corroborating witness(es). Confidentiality shall be maintained to the maximum extent that is reasonably possible.

Sexual Assault Complaints

A charge of sexual assault against a College student shall be handled in a manner similar to that described for a complaint of sexual harassment by the Chief Student Officer of the Thatcher Campus or Chief Officer for Greenlee County Eastern Arizona College sites. When a complainant of sexual assault gives information to the Officer that a sexual assault has taken place and accuses a College student of the offense, the Officer will have the discretion to suspend the accused student pending a hearing. When any necessary investigation is complete, the Officer will formally notify the accused student of the charges and shall set a hearing date within five(5) work days. Arizona State Law requires that any crime or act, that constitutes a felony, must be reported to Law enforcement.



PROTECTING YOUR PERSONAL BELONGINGS PROPERTY INSURANCE

Unfortunately, theft of personal belongings from residence hall room, car and other areas on campus happens too often. The following tips can help diminish such crimes from happening to you:

- **Leave expensive items at home.** For example, use a disposable camera instead of bringing an expensive camera to campus.
- Use the Housing or Student Life Office **etching equipment to put your name, state and driver's license number on your valuable items** such as televisions, stereos, computers, etc.
- **Put your name on ALL your belongings.** Even if you know someone has your CD, video game, perfume, shirt, etc. It is nearly impossible to prove it without your name or some other unique identification.
- If you do not want to put your name in your textbook for resale purposes, pick a random page number. Go to that page in all your text books and make some sort of small pencil mark. Thus, you'll be able to id your book should it be found. **IT IS ESSENTIAL TO NOTIFY THE BOOKSTORE IMMEDIATELY IF YOU HAVE A TEXTBOOK STOLEN.** They will watch for someone trying to resell it.
- **USE the locking doors, drawers, closets, lockers, and your car trunk to keep valuable things out of sight and secure.** Ask your roommate to secure theirs in the same manner because you do not want to be suspected of stealing their things or be responsible for their belongings in addition to yours.
- If you do not **stay with your clothes while they are being laundered**, use a kitchen timer so you can set it and be reminded to go and check your laundry as soon as it is done. Leaving items unattended is a sure way to get things stolen.
- **Report Lost or Stolen** items ASAP to your Head Resident and Campus Police. The Lost and Found Office is in the Dean of Students Office in the Activities Center at 428-8354.

PROPERTY INSURANCE CONSIDERATIONS

- Your parents' homeowner policy may provide some coverage for your belongings as a dependent student
 - Be aware that the plan may have high deductibles in order to keep the rates low
 - Some policies may require the purchase of a separate rider to cover expensive items such as computers
 - Numerous claims can raise the premiums
- If you claim your college address as your primary residence, you may not be covered under your parents' homeowner policy
- You may purchase separate insurance. The Student Life and Housing Office have pamphlets from National Student Services, Inc. that includes costs ranging from \$36-\$170 for a 12-month period. They can also be contacted at 1-800-677-0215.

HOWEVER, INSURANCE CANNOT REPLACE YOUR COMMON SENSE AND CAUTION.

Section 6

Deposits and Refunds



Housing Deposits

\$150 Deposit – All student residents are required to have a **full deposit** on file at all times as:

- A **reservation deposit** along with a completed housing application and license agreement. Hall assignments cannot be made without this deposit.
- Your reservation deposit becomes your **damage deposit** after you have moved into the Hall. **All damages must be paid** and a full \$150 deposit on account before returning students will be allowed to check back into campus housing at the beginning of each semester.

Deposit Refunds - Housing Deposits will be refunded in the following cases:

- Students who cancel a residence hall reservation on or before July 15 for the fall semester or on or before December 15 for the spring semester are eligible for a full refund of housing reservation/damage deposits. Students who cancel or move out of a residence hall between July 16 and the close of fall registration or between December 16 and the close of spring registration will not be eligible for a refund of housing reservation/damage deposits. Students who cancel or move out of a residence hall after the close of registration will be eligible for a full refund of housing reservation/damage deposits minus any individual or communal damages.
- Refunds checks are available 3 to 4 weeks after cancellation or after checking out of a residence hall.

Refunds

Refundable Room and Board Charges

Residence Halls

Students who cancel a residence hall reservation on or before the day the residence hall opens will be eligible for a full refund of room cost. Students who cancel or move out of a residence hall after check-in begins and by the close of registration for that semester, will be eligible for a 50% refund of room cost. There is no refund of room cost after the close of the registration period for that Semester.

Students who cancel a residence hall reservation on or before July 15 for the Fall semester or on or before December 15 for the Spring semester are eligible for a full refund of housing reservation/damage deposits. Students who cancel or move out of a residence hall between July 16 and the close of fall registration or between December 16 and the close of spring registration will not be eligible for a refund of housing reservation/damage deposits. Students who cancel or move out of a residence hall after the close of registration will be eligible for a full refund of housing reservation/damage deposits minus any individual or communal damages.

Meal Plan

Students who cancel their meal plan through 60% of the campus food service period will be eligible for a pro-rata refund if they completely withdraw from all their classes. There is no refund of meal plan after 60% of the semester is complete.

- **Students living in the residence halls are required to have an approved meal plan active at all time while living in on-campus housing.**

Section 7 Services



EASTERN
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COLLEGE

Food Service

- All residential students are required to purchase one of the three meal plans for 10, 14, or 19 meals per week.
- **Meal plans may be changed during the first two weeks of each semester. They may not be changed after that time.**
- All students with a meal plan **must present a photo ID** to enter cafeteria. Front line staff does not have the authorization to let you in without some form of photo ID. Food Service Director will not be able to leave his meal preparation duties during mealtimes to authorize entry. Please make arrangements to meet him prior to meal time. Arrangements to eat may also be made with the Student Life Office if you don't have any other source of photo ID.
- Cafeteria and Café hours are posted outside their doors. Watch for any changes during holidays and extended weekends. At times, the Cafeteria Dining Room and/or Café may be closed for various campus events. When this is the case, Student Dining will be relocated elsewhere within the Activities Center or to an outside location.
- The Cafeteria and Café **are closed during** Thanksgiving, Semester and Spring Breaks. The Café may be closed during some holidays. Look for posted times.
- If you have a concern about a special diet or need to arrange for a sack lunch, please contact the Sodexo Director at 428-1481.
- No backpacks or books may be carried into the Cafeteria Dining Room. Free lockers are provided for the security of your personal items. It is your responsibility to secure your personal items in appropriate locations.
- Not paying and/or checking into cafeteria to eat, carrying food out for yourself or someone else, or removing condiments and serving line items is considered theft. Violators will be treated accordingly.
- Your behavior is expected to be mature and respectful in all food service areas. **Disrespectful or immature behavior will result in disciplinary action taken against you** which may include loss of dining privileges. **Since meal plans are required of everyone living in the residence halls, loss of dining privileges will also mean loss of campus housing privileges.**

Laundry

- The Laundry equipment is provided and serviced by an outside vendor. Laundry Equipment does not belong to the College. Refunds will only be made by the equipment provider. Report loss to Head Resident when a machine does not work properly. Head Resident will then request a refund at a time the machines are serviced by the provider.
- Laundry equipment is for use by hall residents only! Residents should only use equipment located in the hall they are assigned. Exceptions may be made if equipment in a hall is out of order or otherwise unavailable.
- Wash: 75 cents for desired wash; Dry: 75 cents for 60 minutes. **All laundry equipment** beginning Fall 2005 will be equipped with **laundry card readers**. Equipment does not have capability to accept cash or coin.
- **LAUNDRY CARDS** are available from dispensing machines **IN THE LOBBY AREA OF RESIDENCE TOWERS**. Laundry card can be purchased with \$5 bill only. Value can be added to laundry card in increments of \$5, \$10, \$20 using cash or an ATM card.
- As a courtesy, please remove your laundry as soon as the cycle is complete. For the best protection of your personal items, it is recommended you stay in the laundry room while you items are being cleaned. If you leave the area, it is a good idea to leave a note on the machine indicating your room number in case there is a question.
- At no time, should you remove clothing of another resident from the machines without their permission or that of the Residence Life Staff.
- Follow operating instructions. If there is a problem, report it to the Residence Life Staff. They will contact the repairman. If machine does not work properly, report it immediately to the Residence Life Staff, do not attempt to repair machine yourself. They will confirm the situation and seek repair from appropriate sources.
- Do not attempt to adjust the machines! Do not overload the machines with clothing or soap! This restricts the washing and drying capabilities and may lead to damage or cause machine to prematurely stop during its cycle.
- Vandalism of machines will not be tolerated and may lead to their removal.
- Residence Life Staff reserves the right to terminate laundry privileges for those residents who fail to follow established guidelines.

Mail/Telephone

Mail

- All mail should be mailed to **your** U.S. postal box at the Thatcher Post office. If letters or packages are sent to you at the College, we cannot guarantee delivery.
- Students in campus housing may rent a U.S. postal box for \$12 a semester or \$24 annually. There will be a \$1 key deposit.

(rent/deposit subject to change per USPS)

- The following information is required for postal box application:

Hall Street addresses: Nellie Lee Hall is 916 N. College Avenue

Mark Allen Hall is 865 N. Stadium Avenue

Residence Towers is 900 N. College Avenue

Wesley Taylor is 837 N. Stadium Avenue

Telephones – Office and lobby phones are restricted to “official use only”. Incoming, non-emergency calls to residents will be referred to pay/common phone numbers if available.

- Private telephone connections are available in your room. Installation instructions are available from Hall Staff. Please follow procedures carefully to avoid additional charges being assessed by Phone Company.
- Payphones are available on a limited basis in halls. Unfortunately, many people have vandalized the phones by using coins on strings and various techniques to cheat machine. This practice has led to removal of the phones over time by Phone Company. Violators, when identified were subject to legal charges.
- Pay Phone/Common Hall Numbers:

Nellie Lee Hall – no payphone- common phone only- 428-6619

Mark Allen North- no payphone

Mark Allen South- 428-9031

Residence Towers – no payphone- common phones in each community

Wesley Taylor – no payphone- common phone only – 428-8311



Lost and Found/Medical/Parking/TV

Lost and Found

- Report lost items to the Student Life Office
- Bring found items to the Student Life Office
- If you believe the property has been stolen, make a report to Campus Police
- Insurance is available for your personal belongings. The Student Life Office can provide you with an informational pamphlet.

Medical – There is no medical service on campus. If you need assistance getting medical attention, a sick tray, or contacting your instructors please let your Head Resident/Hall Administrator know as soon as possible. You may also contact the Student Life Office or Counseling.

- A list of medical providers is included in the “Welcome Packet” section of this Handbook.
- Medical Insurance
 - If you are covered by your parents’ insurance, be sure to have the policy name, number and co-payment

If you are not covered by your parents’ insurance, you may purchase your own insurance. Information pamphlets are available in the Student Life Office.

Parking:

- Is free for all students
- Is prohibited in all red, yellow, or blue (except with a Disabled Parking Permit) and in front of trash containers.

Television

- Basic cable service is provided. Hookup cables are generally provided by student. A limited few are available in hall offices.



Medical / Insurance Information

Medical

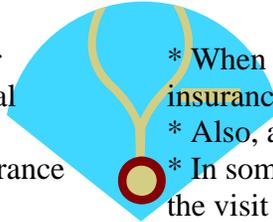
- There is no medical service on campus. If you need assistance getting medical attention, a sick tray, or contacting your instructors please let your Head Resident/Student Life Administrator know as soon as possible. You may also contact the Student Life Office or Counseling.
- A list of medical providers is included in the “Welcome Packet” section of this Handbook.

Medical Insurance

- If you are covered by your parents’ insurance, be sure to have the policy name, number and co-payment
- If you are not covered by your parents’ insurance, you may purchase your own insurance. Information pamphlets are available in the Student Life Office.

2006 - 2007

LOCAL MEDICAL PROVIDERS



If you are under 18

- * You will need a notarized letter from your parent(s) or guardian(s) giving permission to be examined by medical personnel.
- * The notarized letter should include current health insurance information.
- * In the event of an emergency, your parent(s) or guardian(s) can provide authorization for medical treatment over the telephone.

Medical Appointments & Insurance

- * When making an appointment, check to see if your medical insurance is accepted.
- * Also, ask if there is a co-payment due at the time of your visit.
- * In some instances, you may need to pay the entire amount for the visit and file your own insurance claim form to receive reimbursement.

Physicians and Clinics

Mt. Graham Family Practice
428-3122, 2550 W. 16th,
Safford ☎

Safford Community Health
428-1500, 618 Central Ave.,
Safford ▲

Dr. Gary Muncy
348-1600, 2242 W. 16th,
Safford ☎

Dr. Greg Standage
428-1370, 1515 S. 20th Ave.,
Safford ☎

Dr. Oppong-Taki
348-7782, 1600 W. 20th Ave.,
Safford ☎

Dr. Alkesh Patel
348-3801, 1600 S. 20th Ave., Bldg B,
Safford ☎

Dr. Rashmi Chhabra
348-3804, 1600 S. 20th Ave., Bldg B,
Safford ☎

☎ Call first and when making an appointment verify that your medical insurance will be accepted

▲ Payment based on sliding scale (immunizations free if under 18)
For other additional medical providers, see the local telephone directory or go to www.questdex.com

For information to apply for AHCCCS health insurance, go to <http://www.ahcccs.state.az>

Mt. Graham Regional Medical Center
1600 S. 20th Ave
Safford, AZ 85546
Telephone 928 348-4000
EMERGENCY 928 348-4177

PHARMACIES

Medicap Pharmacy
428- 6366
1520 W. Thatcher Blvd., Thatcher

Safeway Pharmacy
428-7244
2125 W. US Hwy 70, Thatcher

Thrift Food & Drug
428-1156
755 S. Central Ave, Safford

Walgreen Drug Store
428-5092
1995 W. Thatcher Blvd, Thatcher

Wal-Mart Pharmacy
428-2291
755 S. 20th Ave., Safford

Telephone/TV connections

- In Residence Towers, each community is provided with a campus phone. The phone and its related equipment are property of EAC.
- Residents of that community may use that phone for free local calls. Local calls can be made by dialing “9” then number you are calling. Direct long-distance phone calls cannot be made from college provided community phones.
- Credit cards, calling cards and 1-800 numbers may be used to place and bill long distance calls on EAC provided phones in each community. Residence should dial “9” then follow the instructions on their cards or dial the 1-800 numbers.
- Accepting **collect calls** is not permissible at anytime, by residents or staff, on any campus phone, including those phones placed in communities.
- Community phone and/or related equipment **may not be used for** conducting solicitations/personal-business related calls, or accessing Internet providers at any time. Any related charges to phone will result in loss of campus living restrictions and/or charges to student(s).
- Harassing calls which include threatening physical harm or damage to any person or property; using vulgar, indecent, obscene, or offensive language, or to make sexually suggestive remarks; harass, intimidate, annoy, or disturb the peace and quiet of any other person is strictly forbidden and not permissible at anytime.
- One telephone line is provided per resident per suite for private connections; residents must provide their own telephone equipment. One data port per resident per suite is also provided; residents must provide their own computers and necessary equipment to utilize campus data port. There is no charge to access data ports if you are a resident of Residence Towers.
- Additions to, modifications of, and unauthorized connections to existing wiring systems are prohibited—such systems include electrical, telephone, data, and television/radio signal wiring and distribution systems. Residents are prohibited from installing additional wiring or distribution systems, including satellite dishes. Only the jacks and outlets provided in a resident’s room/suite may be used for obtaining electrical power or for connecting telephone and data transmission equipment.
- EAC will repair without charge all interior telecommunication wiring to telephone jacks in student room/suites except when damage to jacks or wiring is caused by vandalism or tampering with the jacks, lines or equipment. In the case of such damage, EAC will perform the repair and charge the cost of the repair to the resident or residents responsible.



Computers and Internet Use

Use of EAC Computer Equipment, Programs or Accounts Including Internet Access

EAC provides computers, telephone lines and Internet access equipment for your responsible use. Inappropriate use of EAC computer equipment, programs or accounts may result in termination of the privilege of using these items and may result in discipline including dismissal. You are also responsible for guests who use your computer to access the Internet utilizing EAC's programs or accounts.

Users Shall Not:

- Transmit, publish, display, retrieve or store any information or material in violation of state or federal law. This includes federal copyright laws.
- Transmit, publish, display, retrieve or store any information or material that is obscene, profane, physically or sexually abusive, sexually explicit, or displays males or females in a state of undress or engaging in conduct that would be considered inappropriate for general public viewing or general viewing in the general workplace.
- Transmit, publish, display, retrieve or store any information or material that reasonably could be construed to create a hostile or offensive environment for members of a particular sex, religion, race or ethnic background.
- Engage in conduct reasonably likely to disrupt use of the Internet or use of other EAC computer equipment or resources by others.
- Use EAC computer equipment or resources for a commercial or political purpose.
- Engage in conduct reasonably likely to compromise any system security device or security program.
- Engage in conduct likely to harm or destroy data or software maintained by another user without that user's express consent, or to harm or destroy computer equipment.

Web Cams

Web Cams are not allowed at anytime in EAC's campus residence halls. Student resident's right to privacy is of highest priority in all residence halls. Any device used or action taken by a resident against another, that is not conducive to a student's right to privacy, will not be tolerated at any time.

Network Resource Access in Residence Towers; Wireless Access for Student-Owned Computers

Beginning Fall 2006, access to the Internet in the Residence Towers, and wireless access to various "hotspots" on campus will be available and accessed differently. Instructions on how to connect to these services will be available on your **activated** student account on Gila Hank On-Line. If you haven't activated your account, you can go to the Records Office and activate your account. Simply log into your account on Gila Hank On-Line

and follow the instructions provided on that site. If you live in Residence Towers, you can also use your Head Resident as a resource if you are having difficulty getting connected in your hall space.

Be Aware!

The web is public domain and privacy cannot be assured to any user.

Full text of computer usage policy is available in Graham County Community College District Policy 2260.02

Internet Alert!

Use a unique password for everything. Mix 6 to 8 numbers and letters (include some capitals). Don't download software or attachments from an unknown source - you can get a computer virus! Backup files routinely. Not having a back up is the biggest security risk you can make! E-mail is not private! Someone other than the recipient may read it, copy it, and even distribute it around the world! Keep your personal information such as name, address, credit card and Social Security number private.

Chat Rooms

Ask yourself: Is this for real? Would you believe them if you were talking in person? Don't give strangers your name, address, telephone number or photo. Get out of conversations or chat rooms that make you uncomfortable. Don't respond to nasty, suggestive or rude e-mails. If you choose to meet a cyber acquaintance:

- Make sure it is in a neutral, public location that doesn't reveal where you live, work or socialize
- Include friends in your early meetings so you are not alone with a stranger
- Communicate clearly if you do not want to continue a real or cyber relationship!

Report any problems or concerns with cyber criminals or stalkers!

Section 8

General Regulations



Area Restrictions:

- Opposite gender visitors can visit the room/suite/community/RT courtyard areas only during established visitation hours.

Closure of Residence Halls:

- Halls close during the Thanksgiving, semester, and Spring breaks. Unless you are a participating member of an EAC athletic group that is required to stay on campus during established breaks, residents will not be allowed to stay in residence halls during scheduled breaks.

Doors:

- Are locked or have key only entry access for the safety and security of our residents. If you prop a door, you are in violation of Residence Life Policy and are subject to disciplinary action and hall fine of \$10.

Drug and Intoxicant (alcohol) Policy:

- Eastern Arizona College/Residence Life policy as listed below: (Excerpts from General Catalog)
“The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on GCCC District property is prohibited...
‘Controlled Substances’ are defined as an illegal drug, a legal drug used in excess of recommended dosage, an **alcoholic beverage** and/or any mind-altering substance.”
Intoxicants – No employee, student, or guest may bring intoxicants onto campus, into a classroom, residence hall, or campus facility, use an intoxicant on campus, or enter a classroom, residence hall, or campus facility under the influence of an intoxicant. A violation of this policy is grounds for dismissal, disqualification, or eviction.
Drugs, hallucinogens, narcotics, etc. – The possession of any type of drug, hallucinogen, narcotic, or similar illegal material including marijuana, is strictly forbidden on campus. Any student or College employee found possessing, using or selling such drugs or other materials in this general category is subject to immediate suspension and possible expulsion from College as well as legal action by local authorities.
Possession, including alcohol in the body, consumption, OR BEING IN THE PRESENCE OF ALCOHOL is prohibited in the residence halls and on the entire campus at all times.
- **Violation of the policies mentioned above will result in your campus housing privileges being revoked.**
- **Possession of empty alcohol containers IMPLIES VIOLATION** of the above-mentioned policies. To avoid confusion and subsequent expulsion, you are not allowed to keep empty bottles or cans in your room even if it is only intended as a souvenir.

Regulations/Information

Explosives, Firearms, Paintball Guns, Simulated Weapons, and other similar Weapons are prohibited. This includes but is not limited to:

- Rifles, shotguns, handguns, or any item which can discharge a projectile, as well as, ammunition for such a device
- Knives, switchblades, saws, hatchets, axes
- Clubs, chains or any other weapons
- All paintball items and accessories
- Toy weapons of any kind
- Fireworks, smoke bombs or any other explosive

Firearms may be kept secure on campus in a fireproof gun safe in the Campus Police Office, located on the Middle Campus just east of the clock tower, and then checked out for appropriate off-campus use only. Space is limited and subject to a first-come, first-served basis. (handguns/rifles only)

Each time a paintball has to be cleaned from walls and other areas, hall residents are charged a cleaning fee. If you know of someone shooting paintballs and costing you money, please remind them of the preceding policy and notify Residence Life personnel.

Gambling

- No games involving money is prohibited everywhere on campus

Skateboard and Rollerblades

- Is prohibited on the entire campus.

Solicitation:

- is prohibited on campus without the permission of the Assistant Dean of Student Life. This includes religious proselytizing.

Regulations/Information

Unauthorized College Property in Resident Rooms:

- You will be charged \$10 for the removal of the property and a report will be filed with Campus Police to determine if criminal theft charges should be filed.

Windows

- Windows are for EMERGENCY EXIT only! They should never be used as an entrance or a non-emergency exit. Anyone violating this rule is subject to loss of their campus housing privileges. Non-residents found entering windows or the hall at unauthorized times, may be charged with criminal trespass
- Loitering outside windows is a security risk, disturbs surrounding rooms and is a violation of Residence Life Policy

Pets

- No pets of any kind are allowed at any time in the residence halls. Residents are not allowed to keep any animal, reptile, fish, or any living species that could be construed as a pet. Visitors are not allowed to bring their "pets" into the residence halls at any time.
- Residents or Non-Residents violating this policy are subject to disciplinary action.
- Pets pose a serious health risks in the confined spaces of the residence halls. Residents who have a roommate keeping pet(s) should report them to the Residence Life Staff immediately. No exceptions to pet policy will be made at anytime.



Restroom Usage

- Restrooms for both genders are provided in all residence halls and in most buildings on campus.
- Use of common restroom facilities by appropriate genders is not generally restricted although appropriate use of facilities is mandatory at all times.
- No location on campus, except for appropriate restroom facilities, may be used to urinate, defecate or otherwise eliminate any bodily waste products at anytime. Urine, feces, or any other bodily waste may not be stored in any residence room, residence hall hallway, in or around any residence hall, or in any other location on campus at anytime.
- Restrooms/shower areas in residence halls may be restricted during certain hours for use by that hall's residents only. Non-residents should check with Head Resident for appropriate time to use these facilities. There may be times at which no non-resident is allowed to use these areas.
- Relieving one's self in a public area on campus, other than an appropriate restroom, may be considered indecent exposure which is a violation of state and local laws and may result in a possible citation being issued to the party in violation. Violators will also face EAC disciplinary measures which may result in loss of housing privileges and/or academic suspension or ejection.



Tobacco use on EAC campus

- Smoking and/or use of smokeless tobacco or related tobacco products is not permitted in any building or structure or near the entryways of those buildings or structures at any time on the EAC campus.
- All EAC residence halls prohibit smoking and/or the use of smokeless tobacco at all times. Smoking is not allowed at any time near the entries of residence halls, near the windows of it's rooms/suites, within a **50 foot perimeter** of the roof of any residence hall, under any overhangs or covered walkways/stairwells connected to or adjacent to a resident hall on campus.
- Smokers should use appropriate ash cans when disposing of their cigarette butts and ashes. Ash cans are located outside several buildings on campus for that purpose. Please do not discard butts into trash cans or on the ground. In addition to being a severe fire hazard, thoughtless discarding of butts is unsightly and takes away from the beauty of the campus.

If you feel the need to smoke, please be considerate of others around you that may not. Smoking and its lingering odor is offensive to some and might be an allergy source for others. Please use appropriate locations for smoking at all times.

Weapons, Firearms, Fireworks, and Paintball Guns

- **EAC does not allow firearms, simulated firearm, paintball gun, or anything that has the capability of discharging a projectile.** Ammunition for these items cannot be stored in the residence halls at anytime. **If a resident is found in possession** of a firearm, simulated firearm, paintball gun, or anything that has the capability of discharging a projectile, as well as, related ammunition, **they will be subject to expulsion from the residence halls and EAC.** Any devices designed to discharge a projectile should be kept out of resident halls or anywhere on campus. If a weapon/device of this type needs to be stored on campus for classroom use (only), it must be checked in and out of the Campus Security Office between 8am and 5pm, Mon-Sat.
- If a resident is observed discharging a paintball gun or any weapon/device that discharges a projectile, not only are they endangering other residents and defacing and/or causing damage to the residence hall, they will be subject to disciplinary actions and possible expulsion from residence halls and EAC.

FYI: Each time a paintball has to be cleaned from walls and other areas, hall residents are charged a cleaning fee by maintenance. If you know of someone shooting paintballs and it is costing you money, please remind them of the preceding policy or report it to Head Resident immediately.

Firearms, Weapons, and Fireworks

- No Firearms other weapons, or fireworks will be allowed in the residence halls at any time. Rifles, shotguns, handguns, switchblades, hunting knives, any illegal knives, clubs, chains, or any other item that may be considered a defensive or offensive weapon are strictly forbidden. If you are found with any of these items in your possession, you will be subject to immediate expulsion from the hall. Simulated weapons are also prohibited. Firearms may be checked in and kept secure on campus in a fire-proof gun safe in the Campus Police Office and then checked-out for appropriate off-campus or EAC class-related use only. Guns and related items can only be checked in or out between 8am-5pm, Monday through Saturday. Space for storage is limited and on a first-come, first-served basis.
- **Firearms or other weapons, are not allowed anywhere on campus, at any time,** except in appropriate classroom settings.
- **Fireworks possession or use is against the law in Arizona.** Residents in possession of fireworks will be reported to Campus Police for possible criminal charges and/or citations. Residents exploding or otherwise activating any type of fireworks in the residence hall are subject to the loss of Campus Housing Privileges.

Section 9

Check-Out Procedures





Check-Out

During the semester:

Meal Plan

Be aware: Students who cancel their meal plan through 60% of the campus food service period will be eligible for a pro-rata refund only if they checkout of their hall and completely withdraw from EAC.

Room Cost and Housing Deposit

- Students are eligible for a 50% refund of room cost if they cancel their reservation or checkout of a resident hall prior to the end of registration for that semester. After the end of registration period, students are not eligible for a refund of room cost.
- Students are eligible for a full refund of their Housing deposit if they cancel their reservation on or before July 15th for the Fall Semester or December 15th for the Spring Semester. After dates indicated, deposit is forfeited upon cancellation or if a student hasn't checked into their assigned hall before the end of the first day of classes for that semester. Students are eligible for a refund of their Housing deposits, minus any damages, after the end of the registration period for each semester and until the next refund deadline.

At the End of the Semester:

- **Complete a "Returning Student Room Reservation Form"** that will be distributed by Residence Life Staff near the end of each semester.
- If you plan to return the subsequent semester, **indicate which hall and/or room you would like to reserve on the Returning Student Room Reservation Form.** Your deposit will be carried over to next semester.
- **If you do not plan to return, indicate that you want a refund** of your deposit on the "Returning Student Room Reservation Form".
- **Make an appointment for check out** with your Head Resident to inspect your room for cleanliness and damage; Turn in your room/suite key.
- **Follow the "Check-out Procedures"** described on page 2 of this section.
- **Check Out Procedures must be completed to receive eligible amount of Housing deposit refund.**

Check-Out Procedures

Check- Out Procedures:

Note: Check Out Procedures must be completed to be eligible for Housing deposit refund.

1. **Remove all personal items** from the room.
2. **Vacuum, dust, remove all trash** and make sure the room is clean or you will be assessed and charged a \$25 cleaning fee. Additional time to clean room will be assessed at \$25 an hour.
3. **Return all room-furniture** to original check-in configuration.
4. **Set an appointment time** with the Head Resident to check out. Review the room with the Head Resident at the scheduled time.
5. **Sign and date your Residence Hall Checklist** to avoid any continuing charges. Damages will be assessed and included on this form.
6. **Return your room key.** A non-returned key will assessed and charged to student. \$50 in Traditional Halls; \$62.50 in Residence Towers.
7. Remember, you can no longer stay in the hall after you have checked-out of your room or suite.
8. If there is an extenuating circumstance in which you cannot personally pack your belongings and complete check out procedures, please provide written permission for another party to do so. If you abandon your room or otherwise are unable to remove personal items at the time of checkout, then the Head Resident will pack your items in order to protect them from theft and/or to free up your room space. The College is not responsible for shipping personal belongings and will dispose of them at the conclusion of the semester.

Last Two Weeks of Semester

- Confirm final exam schedule and location. Typically, a missed exam cannot be made up.
- Read Hall notices regarding check-out procedures and times.
- Return borrowed items and pay debts.
- Disconnect telephone service and special cable services
- Leave a forwarding address with the U.S. Post Office

Damages

Assessment for Loss, Breakage, or Damage

- Assessment repair and/or replacement costs will be determined by Residence Life Staff or the College Maintenance Office.
- Costs will include replacement and labor.
- Damages occurring during the semester must be paid for at the time of occurrence. The \$150 deposit is to cover damages which may be assessed at check-out.

There are two types of damages for which you can be charged:

Individual Damage

- Is any loss, breakage, vandalism, damage, or extensive trash for which you are responsible located anywhere in the interior or exterior of the hall.

Common Damage

- Is any loss, breakage, vandalism, damage, or extensive trash for which the responsible party is unknown and damage is located anywhere in the interior or exterior of the hall. Charges are shared by all students living in the hall or in an area such as a community or suite in Residence Towers.
- Costs to students can be reduced if you are able to help your Head Resident/Hall Administrator identify the responsible party causing damage. Appropriate parties will be charged once identified.

Section 10

Travel Dates and Sample Forms





Danny Battraw
Director of Student Life
Housing Office

I received and read this document today.

Print Name _____

Signature _____

Date _____ Hall _____ Rm/suite # _____

How to Lose your Campus Living Privileges

Behaviors and choices you make may result in the loss of your campus living privileges and being evicted from EAC's On-Campus Housing due to the safety and security risks to our communities or yourself. You can be evicted from the Residence Halls, **even for a first offense**. Examples include, but are not limited to:

- Tampering with fire safety equipment or devices. This includes creating false fire alarms, discharging fire extinguishers, and the like.
- Bomb threat
- Possession (including in the body), consumption, or being in the presence of alcohol, whether you are underage OR over 21 years of age.
- Possession, use, or distribution of an illegal drug (including marijuana) or a controlled substance. If it is in your room, your pocket or any other location under your control, it's yours.
- Possession of a weapon. Question: when is a gun not a weapon? Answer: Never, even if it has been disabled. This includes simulated weapons, dangerous chemicals, any explosive device, numchucks, swords, brass knuckles, butterfly/hunting knives, paintball guns, pellet/bb guns and any other item or material that can be used to threaten or endanger others.
- Sexual harassment or assault, endangering oneself or others, or acts of violence: physically hurting or causing injury to others, fighting, pushing/shoving, etc. Verbally or physically threatening harm towards other students or EAC staff. Verbal or physical abuse of another student or EAC Staff.
- Theft and/or burglary
- Malicious destruction of property
- Insubordination towards Residence Life Staff
- Behavior detrimental to the reputation of the College

Financial Implications!

There are several implications of losing your campus living privileges. Most obviously, you **move out of on-campus housing** and **find off-campus housing**. Perhaps not so obvious, you **cannot visit and/or enter any EAC residence hall** on campus. And finally, **housing costs are not refunded after the end of registration** for the current semester, meal plans are only refunded if you completely withdraw from EAC, deposit (minus any damages) is only refunded after the end of registration for the current semester.

As a Residence Life Staff, we want you to succeed. We want your experience here at Eastern Arizona College to be everything you want – within limits. We have defined those limits in your Residence Life Handbook, Student Handbook/planner, and various other publications, which you will receive and have agreed to read when you applied for housing and when you signed your Check-in sheet. Please read them. And then, as you go about your life in what will be your new home, consider the consequences of your actions. For the most part, it is that simple. Please don't make decisions that require us to remove your campus living privileges. Have a great semester!

E a s t e r n A r i z o n a C o l l e g e
Voice: 928-428-8605 FAX: 928-428-8355 Pager: 928-552-1164 Email: danny.battraw@eac.edu Web: www.eac.edu
Address: EAC Residence Life/Housing Office - 615 N. Stadium Avenue, Thatcher, AZ 85552



Danny Batraw
Director of Student Life
Housing Office

RESIDENCE HALL

CHECK -IN INFORMATION FOR FALL 2008

* **Fall Football Camp Participants** please report to your assigned hall for your room assignment on date as directed by Coach. The Head Resident of the hall will assign you a room and roommate(s) as you check in. **FB participants assigned to Residence Towers should report to Residence Towers for their suite assignment.** * **Volleyball Camp Participants** should report to Residence Towers during pre-season camp. **Some VB room assignments may be temporary** to facilitate camps/cleaning that will take place in Mark Allen Hall.

DO NOT order telephone service for any room until it is **permanently** assigned to you. (If you are not sure which hall you are assigned to, check with the Housing Office as you arrive on campus to ease the check-in process for yourself and staff.)

Check-In begins at Noon Aug. 12th for those students who will be participating in Orientation.

Regular Check-In for all Halls Begins at Noon on Thursday, August 14th.

Food Service in cafeteria will begin at Noon on Aug. 14th for students with meal plans

Room and meal plan should be paid prior to check-in Date(8/14/08). If not paid by that date, your reservation will be forfeited and your space passed to next student on the wait list. If you are expecting financial aid or scholarship(s) to assist with your expenses, please call the Fiscal Control Office(ext. 8222) to check your account status as soon as you can to finalize payments. You may need to coordinate your check-in time with Financial Aid and Fiscal Office hours listed below.

- **Step One** – If you haven't already paid for room and meal plan, visit the Fiscal Office/Cashier's Window in the Student Service Building to finalize payment and pick up Student ID card.

The Cashier's/Fiscal Control Window in the Administration Building is open:

- **Monday through Friday, 8:30 a.m. – 4:30 p.m.**

Financial Aid Office is open:

- **Monday through Friday, 8:30 a.m. – 4:30 p.m.**

Note! Students who check-in when the Cashier's Window is closed, will not be able to pick up their Student ID's until the next day, if card is ready(or Monday if on weekend). Only students with their ID/meal ticket(or receipt) or cash will be allowed to dine at Sodexo Food Service if not on current paid list. Other arrangements must be made in advance of meal times with Food Service Director/staff.

- **Step Two** - Report to your **assigned hall** to get your room/suite assignment, key, and handbook. .
- **Step Three** - **Read the information in the Residence Life Handbook.(available on EAC website)** As you check-in, you become responsible for the information provided in the handbook, as well information listed on your Hall Check-in form.

If you haven't done so already, please notify the Housing Office at 1-800-678-3808 Ext. 8605 if you will be arriving after 5 p.m. on Sunday, August 17th.

Important/Travel Dates for Fall Semester 2008

Fall Tuition Payments must be made by - **Wednesday, August 1st** **Room and Board Payments must be made PRIOR TO -** **Thursday, August 14th** **Residence Halls and Food Service Open at noon beginning -** **Tuesday, August 12th** **Classes Begin -** **Monday, August 18th**

All Students are **REQUIRED** to Leave the Residence Halls during the following time periods:
(Unless required to stay for Athletic Participation)

Thanksgiving: Wednesday, November 26th, at 6 pm, **Food Service closes**

Thursday, November 27th, at 7am, **Residence Halls Close.**

Sunday, November 30th, at 5 pm, **Residence Halls & Food Service open.**

Semester Break: Thursday, December 11th, at 6pm, **Food Service closes**

Friday, December 12th, at 7am, **Residence Halls Close**

Monday, January 4th, at noon, **Residence Halls & Food Service open for the semester.**

Insurance Information

Health and Theft Insurance pamphlets are available in the Housing and Student Life Offices in the event you may want to purchase coverage or add to your current coverage. Information about the different coverage offered can also be view on their respective Web sites. A few of the site are provided below as examples. Health policy plans can be found in Sentry Life's web site: www.ejsmith.com Theft/fire policy plans can be found in National Student Services web site: www.nssi.com . There are several companies that provide coverage plans. Please take the time to research which plan would best suit your individual needs before purchasing any insurance plan.

Yearbooks

Be sure to attend the first dance on August 23rd and get your yearbook photos taken!! Yearbooks are free to all students that have had their yearbook mug shot taken during the school year. Those that have not taken a mug shot will have to pay the current price to receive a yearbook.

Personal items

It is always wise to mark all your personal items with and identifying mark prior to moving into the residence halls. The Housing Office will have engravers available to use after the semester begins. Don't forget to mark your clothes as well.



Residence Hall Application and License Agreement Information

Please read this information before completing and signing the attached Residence Hall Application. Following are the "Terms and Conditions" governing application for, assignment to, and occupancy of the residence halls at Eastern Arizona College. The College reserves the right to deny campus housing, change room assignments, or remove a student from campus housing if it is felt to be in the best interest of the student and/or the College. You may also apply online at www.eac.edu/campus_lifelhousing/form.shtml

Room Availability

The 370 spaces in Campus Housing are at a premium, especially during Fall Semester. There is typically a waiting list for the Traditional Halls in the Fall and both semesters for Residence Towers. Assignments are made in the following order of priority:

1. Returning residential students
2. Room Scholarship recipients in Traditional Halls only*
3. New students by date of receipt of application and \$150 deposit
4. All academically-active part-time students on a space-available basis only

**All applications for Residence Towers are handled in chronological order. There are no beds reserved for scholarship recipients.*

Application and Assignment Procedure

1. Apply early because your place on the Housing Assignment List is based on the date of receipt of the completed application and \$150 deposit. Attach a check or money order made out to Eastern Arizona College. You may also pay with a credit card by calling the Housing Office at 1-800-678-3808, ext. 8605.
2. Within two weeks of submission, you should receive a letter acknowledging receipt.
3. By mid-May (December for Spring Semester housing), our returning students will have completed their reservation process and the Housing Office can determine the number of spaces available for new students.
4. In early June (mid-December for Spring Semester housing), housing assignment letters are mailed. From that point on,

assignment letters continue to be mailed as spaces become available.

5. In early July, confirmation forms will be sent asking whether you still want your room and when you plan to arrive. If you do not want your room, you have until July 15 (December 15 for Spring Semester housing) to request a refund of your \$150 deposit.
6. After July 15, all confirmed students will receive check-in and items-to-bring information. Assignees will receive a questionnaire soliciting information to aid in making room assignments.
7. Communication will be by U.S. mail or email, and occasionally by telephone. It is your responsibility to access these communications in a timely manner. You should keep in touch with the Housing Office to verify receipt of applications/deposits and check on room availability.

Campus Housing Waiting List

Do not panic! Waiting lists are a normal part of campus housing. If you are placed on a waiting list, please call the Housing Office at 1-800-678-3808 Ext. 8605 to determine your current status. College students' plans change constantly and the waiting list can change from moment to moment. Residence hall spaces become available continually, so you may want to consider temporary off-campus housing options while you wait. It is your responsibility to contact the Housing Office to check your status on a regular basis.

Residence Towers Waiting List

If you are on a waiting list for Residence Towers, you may be assigned to a Traditional Hall (Mark Allen, Nellie Lee, Wesley Taylor) until a space becomes available in Residence Towers. When a space becomes available, you

will be contacted by mail or by Residence Life Staff notifying you of your status and a time frame in which you are to move into Residence Towers.

If you do not move within the time frame established, or opt to stay in a Traditional Hall, your name will be passed and the next student on the waiting list will be notified. The difference in room cost for Residence Towers must be paid before checking in. The Housing Office can assist you in determining that cost. If you prefer to wait off campus instead of being assigned to a Traditional Hall, please notify the Housing Office.

Damages/Alarms

You will be charged for individual damages/false fire alarms and/or community damages for which the responsible party remains unidentified. You can help reduce your costs by locking room and hall/community doors, limiting visitors, and identifying students causing damage.

Refunds

The \$150 deposit is your reservation deposit. If you do not move into campus housing, it will be refunded if:

- You cancel on or before July 15 for Fall Semester or December 15 for Spring Semester; or
- You are on a waiting list for campus housing and ask to be removed from the list.

As you check into campus housing, the \$150 converts to your damage deposit. It will be refunded minus any individual or community damages if you move out of campus housing after the end of the late registration period for that semester. The damage deposit carries over from semester-to-semester when you reserve your room as

a returning student. You will be required to pay any damage costs incurred so that the deposit remains at \$150 at all times. It takes three to four weeks after check-out to process a refund. You should not expect the refund to be available at departure.

- Students who cancel a residence hall reservation on or before the day the residence hall opens will be eligible for a full refund of room costs. Students who cancel or move out of a residence hall by the close of registration will be eligible for a 50 percent refund of room costs. There is no refund of housing cost after the end of registration.

Payment/Check-In

The halls open a few days before classes begin. You will be notified of the date by mail. Your room and meals must be paid for by this date or you will lose your reservation. If you do not claim your room in person or by telephone by 5 p.m. of the first day of classes, your space will be reassigned.

Hall Closures

All halls close for Thanksgiving weekend. The halls are also closed at the end of each semester and during Spring Break. They are not open during the summer. You are required to be out of the hall on or before the date of each closure. All personal belongings must be completely removed over the summer. There is no access to the halls during closures. If you do not follow this procedure, you will be sub-

ject to a nightly charge and possible disciplinary action. Exceptions must be cleared with the Housing Office.

Residence Hall Standards

You will receive a Residence Life Handbook at check-in. You are expected to be knowledgeable of all the guidelines included in the Handbook and act accordingly. The following is a summary of regulations you are required to follow immediately upon check-in:

- All residence halls are illegal-substance free. Smoking and tobacco use are not permitted in any campus building.
- Possession, consumption, or being in the presence of alcohol is prohibited in the residence halls and on the entire campus.
- Possession, use, sale, or distribution of illegal drugs is against the law. Residents may not have drug and/or related paraphernalia in the halls.
- All weapons, simulated weapons, or paintball apparatus are prohibited in all campus areas. Possession and/or use on campus will result in immediate expulsion.
- Behavior that may result in personal injury or damage to property is not acceptable. This includes practical jokes and tampering with alarms.
- You will be charged \$50 for each lost key in Traditional Halls and \$62.50 in Residence Towers.

- You will be charged \$50 for activating the alarmed doors during a non-emergency. If the culprit is unknown, the charge will be shared as a community damage charge.
- You are expected to follow the visitation regulations established for each hall. It is your responsibility to read and be knowledgeable of the posted hours.
- You are responsible for the behavior of your guests. You must inform them of Residence Life policies.
- You are responsible for the security of your living area and vehicles. Keep your doors locked and belongings secured. The College is not responsible for loss, damage, or theft of personal property.
- You are responsible for the loss, damage, or theft of College property in your assigned areas.
- Roller blades, skateboards, and bicycles cannot be used on campus sidewalks.
- Microwaves are NOT allowed in any residence hall.

The College reserves the right to inspect rooms for cleanliness, safety, repairs, and/or compliance with policies and rules.

Residence Hall Cost Information for 2008-2009

- The refundable \$150 Reservation Deposit must be submitted with this application. This deposit is NOT covered by scholarships or financial aid.
- Room and Board costs must be paid prior to the first day of Hall Check-In at the beginning of each semester or your room reservation will be cancelled. Students who cancel a residence hall reservation on or before the day the residence halls open will be eligible for a full refund of room costs. Students who cancel or move out of a residence hall by the close of registration will be eligible for a 50% refund of room costs. There is no refund of housing cost after the end of registration.

	Fall 2008	Spring 2009
Traditional Halls—		
Mark Allen and Nellie Lee	\$1,100	\$740
Residence Towers	\$1,465	\$280
Cost difference for Residence Towers	\$ 365	\$240

- Room scholarship recipients who are assigned to Residence Towers must pay the additional cost for the Residence Towers before checking in. It is *not* included in the room scholarship.

Board Cost Information for 2008-2009

- All residential students are required to purchase a meal plan. A Cafeteria Meal Plan ticket serves as a pass to allow you to eat 10, 14, or 19 meals per week with "unlimited seconds." Unused meals do not carry over to subsequent mealtimes, days, or weeks.

Cafeteria Meal Plans (Please indicate your preference):

Plan A—19 meals per week \$1,380 per semester
 Plan B—14 meals per week \$1,280 per semester
 Plan C—10 meals per week \$1,215 per semester

- If you are participating in summer placement testing, you may visit the Housing Office located in the lobby of Residence Towers. Please stop by and check on your housing status.
- If you have Housing and/or Meal Plan questions, please call 800-678-3808, ext. 8605, or (928) 428-8605.

PLEASE RETAIN THIS SHEET FOR YOUR INFORMATION!



Residence Hall Application and License Agreement

Use this form to apply for Eastern Arizona College Thatcher Campus housing. Please complete both sides of this form, sign, and return with \$150 deposit. Tear off the attached information sheet and retain for your reference. You may also apply online at www.eac.edu/campus_life/housing/form.shtml

Please reserve EAC Campus housing for Fall Semester 20 ____ Spring Semester 20 ____

Name _____ Social Security # _____
first middle initial last

Mailing Address _____
street city county zip state country

Telephone (_____) _____ Email Address _____

Date of Birth _____ How old will you be when you arrive at EAC? _____ Gender: Male Female
month / day / year

If you have any physical disability which would require special assistance in housing, please contact the Counseling Office at 1-800-678-3808, ext. 8253 or (928) 428-8253.

Room Scholarship Recipients Only:

Please check the area for which you are receiving a scholarship:

- Baseball Football Men's Basketball Softball Men's Golf
 Volleyball Women's Basketball Women's Tennis Presidential Preferential Presidential Award of Excellence

Please attach a \$150 deposit. Cost for a Traditional Hall will be paid by a scholarship from one of the areas checked above. You will automatically be assigned to a Traditional Hall. If requesting Residence Towers, you will be assigned a space if available, and will need to pay the additional cost. Please note that scholarships do not cover additional cost for Residence Towers or the \$150 deposit.

Reservation Information

Please refer to www.eac.edu/campus_life/housing/gh_optcost.shtml for room descriptions.

Please indicate your EAC Residence Hall preference:

TRADITIONAL HALLS (Microwaves are NOT allowed.)

- Mark Allen North (Male) Mark Allen South (Female) Nellie Lee Hall (Male)

RESIDENCE TOWERS COMMUNITIES (Refrigerators are supplied in each community, but meal tickets are still required; microwaves are not allowed.)

- Male Residence Towers Community Female Residence Towers Community

Roommate Preference(s)

If you list specific people, they must complete the application process and be on the Housing Assignment List before they can be considered as your roommate. Please indicate your roommate preference below (list up to 3 for Residence Towers):

_____ New Resident Returning Resident

_____ New Resident Returning Resident

_____ New Resident Returning Resident

All students applying for campus housing will also be requested to complete the Roommate Preference Survey. This form is mailed to applicants once a hall is assigned.

over, please

EAC Room Cost Information for 2008-2009

(Prices subject to change. For most current costs go to www.eac.edu)

- The refundable \$150 Reservation Deposit must be submitted with this application. This deposit is NOT covered by scholarships or financial aid. Application is "not active" without submission of deposit.
- Room and Board costs must be paid by the first day of Hall Check-In at the beginning of each semester or your room reservation will be cancelled. Students who cancel a residence hall reservation on or before the day the residence halls open will be eligible for a full refund of room costs. Students who cancel or move out of a residence hall by the close of registration will be eligible for a 50% refund of room costs. There is no refund of housing cost after the end of registration.

	<i>Fall 2008</i>	<i>Spring 2009</i>
Traditional Halls—Mark Allen and Nellie Lee	\$1,100	\$740
Residence Towers	<u>\$1,465</u>	<u>\$980</u>
<i>Cost Difference Between Traditional and Towers</i>	<i>\$ 365</i>	<i>\$240</i>

- I am receiving a room scholarship to live in a Traditional Hall as indicated on the reverse side of this form. I will pay the difference in cost to live in Residence Towers, if assigned.

EAC Board Cost Information for 2008-2009

- All residential students are required to purchase a meal plan. A Cafeteria Meal Plan ticket serves as a pass to allow you to eat 10, 14, or 19 meals per week with "unlimited seconds." Unused meals do not carry over to subsequent mealtimes, days, or weeks.

Cafeteria Meal Plans for 2008-2009 (Please indicate your preference):

- Plan A—19 meals per week \$1,380 per semester
- Plan B—14 meals per week \$1,280 per semester
- Plan C—10 meals per week \$1,215 per semester

Signature

I have received, read, and agree to abide by the provisions included in this Application and License Agreement. I understand that my failure to abide by these provisions may result in the loss of my housing reservation deposit, meal plan, or campus housing privileges.

Signature of Applicant

Date

Signature of Applicant's Parent or Legal Guardian (if Applicant is under 18 years of age)

Date

Mail Completed Application and Deposit to:

Eastern Arizona College
Housing Office
615 N. Stadium Ave
PO Box 769
Thatcher, Arizona 85552-0769

For EAC Office Use Only:

Deposit Paid _____

Date

ROOM _____

HANDBOOK # _____

LAST NAME _____



**Eastern Arizona College
Residence Towers Checklist and Regulations**

- All student residents must have a \$150 damage deposit on file at the beginning of each semester or they will not be assigned to a room.
- All student residents must pay for their room and meal plan prior to check-in each semester.
- All student residents must agree to comply with the regulations described on the reverse of this form and in the Residence Life Handbook.
- All student residents, along with other members of their community, must be willing to establish and abide by a "Community Living Contract".

Hall _____ Room _____ Fall ___ Spring ___ SSN _____ - _____ - _____

Resident _____ Home Phone (____) _____

Home Address _____

Item	Check-in	Check-out	Charges	Comments
1 Bed				
2 Mattress				
3 Mattress Cover				
4 Desk				
5 Dressers				
6 Wardrobe/closet				
7 Padded bench				
8 Desk Chair				
9 Wastebasket (7gal)				
10 Electrical				
a) Switches				
b) Outlets				
c) Light Fixtures				
d) Desk Lamp/Plug/outlet				
11 Windows				
a) Glass				
b) Mechanical				
c) Screens				
d) Blinds				
12 Walls / Ceilings / Carpet				
13 Cable Ports				
a) Network				
b) Phone				
c) Television				
14 Smoke Detector/protection equipment				
15 Suite/RR Doors and Door Hardware				
16 Restroom				
a) Sinks				
b) Mirrors				
c) Cabinets/Cabinet Doors				
d) Shower Fixtures/Curtain				
e) Commode				
f) TP Dispenser				
g) Flooring/Tile				
h) Towel Racks				
17 Kitchenette				
a) Sink/Fixtures				
b) Cabinets/Doors/ Hardware				
c) Countertops				
e) Refrigerator				
f) Wastebasket (10 gal)				
18 Dining Area				
a) Table				
b) Chairs (8)				
19 Community Area				
a) Sofa				
b) Lounge Chairs				
c) Cocktail/End Tables				
d) TV Stand/Cabinet				
e)Television				
f) Lamps				
g) Walls / Ceiling / Carpet				
h) Light Fixtures / Smoke Alarms				
i) TV Cable Port				
j) Cleaning Equipment				
k) Door and Door Hardware				
19 KEY issue/return	Issued _____	Return _____		

• Check-in Date: _____

Signatures: Resident _____ RT Staff _____

• Check-out Date: _____ Resident Signature _____ RT Staff _____

Damage Costs: Personal \$ _____ Suite Common \$ _____ Community Common \$ _____ Common \$ _____ Total* \$ _____

*This amount must be paid prior to any future room assignments

RESIDENCE LIFE REGULATIONS

1. **KEYS** for residence hall entries and rooms are distributed by the Head Resident upon check-in and suite assignment. Keys are the sole responsibility of the student. Keys are not to be loaned, transferred, or copied. There is a \$62.50 replacement fee for a lost key.
2. **FIRE SAFETY** – Students should expect to practice building evacuation during fire drills. Additional safety training and information will be given at mandatory hall meetings. Student(s) responsible for false fire alarms are subject to a \$2000 fine by the Town of Thatcher/Fire Department. Smoke detectors in Residence Towers/traditional halls are very sensitive to various changes in the air. Dust, fluorescent lights, steam, finger nail polish, air fresheners, chemical vapors, candles/incense, vibrations, etc., can set off an alarm. Student should be cautious of those items and activities while in community/suite.
3. **MAIL** should not be sent to the College or the residence hall. EAC does not guarantee it's delivery. All students should rent a U.S. Post Office box to receive their personal mail.
4. **TELEPHONE** calls can be made using provided pay phones or from service established by the student with the local telephone company. Local calls made from EAC provided community phones have no charge. The Office/College phones are not available for student use.
5. **PERSONAL PROPERTY** should be marked with your name or driver's license number. All losses should be reported to the Residence Life staff/Campus Police immediately. The room should be left undisturbed until Campus Police can investigate.
6. **MONEY**, checks, debit and credit cards should be kept locked up! It is a good idea to open up a local bank account.
7. **PARKING** is free on all campus lots and on the street. Do not park in spaces marked yellow, red, or blue (unless you have a permit for handicapped parking). Do not double-park. Keep fire access lanes open.
8. **CARE** of the room(s) assigned to you is a major responsibility. You will be charged for any individual damages in your rooms and common damages in communal areas if the perpetrator is not identified. Do not use tacks anywhere but in cork bulletin boards. Posters and wall decorations should be hung by poster adhesive only. No cooking should be done in bedrooms and food should be kept in sealed containers. Unsealed food is a major attraction for unsightly, unhealthy insects! Do not store combustible fluids such as gasoline or Coleman fuel in the halls! You are expected to clean your room in the traditional halls. In Residence Towers, residents are expected to clean their suites, bathrooms, and common living areas. Inspections will be made on a routine basis by hall staff. Trash should be emptied in dumpsters outside of the building!
9. **GOOD CONDUCT** is an important part of each student's responsibility and makes a great contribution toward academic success for everyone. All residents will follow Quiet Hours and other courtesy guidelines described in the Residence Life Handbook and at Residence Hall meetings.
10. **ALCOHOL AND ILLEGAL DRUGS** are against College policy to have anywhere on campus. Violations involving alcohol will result in legal consequences, expulsion from campus housing and possible dismissal from school.
11. **ILLNESS** should be reported to Residence Life staff as soon as possible.
12. **FURNITURE** should not be transferred out of any room to any other location at any time.
13. **ROOM OR HALL CHANGE** requests must be made through the Residence Life Staff prior to the move. The College reserves the right to change residence of any student or to deny or cancel residence accommodations of any student where such action is deemed advisable for the best interest of all residents.
14. **RESIDENCE HALL MEETINGS** are mandatory for all residents. Meeting times will be posted.
15. **MEAL PLANS** are required for all residential students. There is no meal service during hall closure periods. Sick trays and sack lunches are available as a courtesy.
16. **FIREARMS** or any device that eject a projectile are not allowed on campus at any time. Students in possession of firearm or simulated weapon will subject to expulsion from residence hall and/or EAC. Any item which could be construed as a weapon is generally not allowed in any of the residence halls.
17. **CHECKING-OUT** of the residence halls requires a number of steps which you are responsible to initiate. If you do not comply, your room deposit may be forfeited. The procedure is as follows:
 - 1. Remove all papers, trash, etc. from the room.(s). Empty the wastebasket (s).
 - 2. Clean all furniture and fixtures thoroughly.
 - 3. Mop and/or vacuum floors.
 - 4. Close windows and open blinds.
 - 5. Make an appointment with the Residence Life staff for a room/damage inspection.
 - 6. Turn in your key and handbook and sign a copy of this checklist. If you are due a full or partial refund of your deposit, it will be sent from the Fiscal Office in approximately 4-6 weeks.
18. **NON-RESIDENTS** are not allowed in the Residence Towers during non-visitation hours .
19. **BICYCLES** are not allowed in the rooms, interior of building, or blocking doorways or walkways.
20. **12 CREDIT hours or more** are required for residents to live in the halls. Less-than-full-time status can jeopardize your eligibility for campus housing.

If the undersigned student withdraws from school, any assessed damages or losses will be paid by the undersigned immediately or will be deducted from the dorm damage deposit. In the event of dorm damage or loss which is in excess of the deposit, the undersigned student is to pay the entire amount not covered by the deposit when checking out of hall. The undersigned promises to pay, upon demand, in addition to any other amounts here under, reasonable collection costs, fees, attorney fees and court costs incurred to effect the collection of such hall damages or losses. The undersigned waives presentment hereof for payment, protest, and notice of non-payment and of protest.

I agree to abide by the regulations described on this form, in the Residence Life Handbook and addressed in Residence Hall meetings. I understand that I am responsible for the any loss or damages to the items/areas listed on the reverse side of this form.

Signature: _____

Date: _____

Eastern Arizona College

Residence Towers

Community Living / Preference Survey

This survey is intended to assist Residence Towers' staff in making suitemate choices and in developing compatible communities. Please read questions carefully and answer with as much accuracy as you can. Your actual rooming assignment may be based on your answers. Although answering questions is important in determining resident placement, answers are not mandatory. All answers are kept confidential and can be changed at any time. Please submit changes in writing and direct them to the Housing Office

Name: _____ SS #: _____.

➤ To be eligible to reside in Residence Towers, I will be willing to participate in development and maintenance of a ***Community Living Contract** to establish behavior guidelines for my 14-16 person community and my 4-person bedroom/bathroom suite. Upon accepting a space at Residence Towers, I agree to assume a shared responsibility for cleaning all common areas and areas in my bedroom/bathroom suite and give top priority to the well being of my entire residential community. Signature: _____ Date: _____
*(refer to reverse side for some of the suggested contract items)

1. Did you request a suitemate for the semester you applied? Yes__No__ Name requested: _____
2. Who would be your second suitemate preference? _____. Third? _____.
3. Do you have a community preference? (ex. West 2, East 1)_____
4. Although smoking is not allowed in or around residence halls, as well as, in any building on campus, would you prefer a community/suite that has residents who smoke? Yes __. No __.
- 4a. Even though I don't smoke, I don't mind living with a roommate/suitemate who smokes? Yes____ No_____.
5. Do you consider yourself a person who keeps your space clean and well kept? Yes __. No__ Sometimes_____
6. Does it bother you if your roommate doesn't keep their clothes and such picked up and put away? Yes __ No __.
7. Do you have a religious preference when selecting your roommate? Yes__No__ *Preference: _____
*(not required, but helpful / confidential)
8. During what time of day do you prefer to have visitors? 8:am-12pm__12pm-6pm__6pm-11pm__12pm-11pm__.
 8am-11pm__At no time_____.
9. On weeknights, I like to be asleep by: Earlier than 11pm__11pm__12pm__1am__2am__Later than 2am_____.
10. I prefer to be roommates with someone who shares the same extracurricular activity? Yes__No__. If Yes, I prefer: Sports____Drama____Choir/Band____Student Government and Leadership____Multicultural Clubs_____.
11. Do you consider yourself tolerant and willing to live cooperatively with cultures other than your own?(optional) Yes____. No__.
12. Are you attending EAC on any type of scholarship? Yes__No __. If yes, what type? _____
13. Do you have any hobbies or activities, that you enjoy, may be considered offensive to your suite mates? Yes__No __. If yes, list- _____
14. Do you prefer a specific time set apart for study / sleeping in your suite? Yes__No__. Community? Yes__No__.
15. Do you prefer opposite gender visitors to be allowed in your suite? Yes__No__. Common areas only? Yes__No__.

Continued;

17. I prefer my suitemate asks to use a personal item of mine before using it. Yes ___ No ___ Don't care _____.

18. Do you have trouble expressing yourself to others? Yes ___ No ___. In a larger groups of residents? Yes ___ No ___.

19. If selected, do you think you could represent the consensus of your community in a Hall Council? Yes ___ No ___.

20. R/X- rated movies and/or sexually explicit pictures are offensive to me, so I would rather live in a suite/community that does not permit its use. (To be established in your Community Living Contract)

Yes _____ No _____ No Preference _____

21. Other Items you would like to list as preferences or living standards for your suite/community or that may assist staff in placing you with a roommate: _____

The following are *examples* of the items which will be addressed in your **Community Living Contracts** which will be developed with the assistance of Residence Towers Staff. Contracts are to be written within the guidelines already established in the Residence Life Handbook, EAC Catalog, Student Handbook, and as established by the Administration and the EAC District Governing Board.

1. Within the general Residence Life guidelines for visitors (see Residence Life Handbook), the visitation rules for your specific community regarding the gender of guests, time of visit and length of stay.
2. Within the general Residence Life guidelines for Quiet Hours and Courtesy Quiet Hours (see Residence Life Handbook), the specific noise levels standards acceptable in your community.
3. Personal and environmental hygiene standards, such as acceptable cleanliness and cleaning of the suite, bathroom, kitchen area, common areas, shower schedule, taking out the trash, etc.
4. Use of personal items.
5. Communication patterns – such as telephone messages, assigning cleaning schedules.
6. Acceptable standards of language, dress, movies, music, posters, etc. for community members and their guests.
7. Violation issues: What happens when someone doesn't uphold their end of the contract? What happens when a visitor does something wrong? What happens if an illegal substance is found in the common area?
8. Security issues regarding locking and unlocking doors, lost or loaned keys, and minimizing opportunities for theft.
9. Special needs items, such as, who would assist a disabled resident in exiting the building during an emergency evacuation.
10. Any other items or standards deemed necessary by community members to enhance living environment.

Returning Student Room Reservation Form

Spring 2009

YES, I do want to reserve a Campus Housing space for Spring 2009.

- As a returning resident, I understand that my request will be considered before those of new applicants and that my request is subject to hall/space availability.
- I understand that I will be billed for any communal and/or individual damages that occurred during the Fall 2008 Semester. **Damage Charges will need to be paid prior to Spring 2009 check-in** to keep my deposit at the required \$150 amount.
- **If I change my mind** about living in campus housing, I understand that **I must request a Deposit Refund by December 15, 2008** or my deposit **will be forfeited**.
- Should I have any changes to this form or questions, I can contact the Housing Office at (928)428-8605 or email at danny.battraw@eac.edu

My requests for Spring 2009 are as follows:

RETURN TO MY CURRENT HALL which is: (please check appropriate hall)

_____ Mark Allen North- \$740 RM#- _____	_____ Mark Allen South-\$740 RM#- _____	_____ Nellie Lee Hall- \$740 RM#- _____
_____ Roommate Preference	_____ Roommate Preference	_____ Roommate Preference
_____ Residence Towers**- \$980 (Room Scholarship recipients must pay difference in cost for RT, \$240) <small>**All applications are subject to campus citizenship review prior to assignment to RT. The high level of community responsibility essential to living in RT precludes assignments to RT by those with a negative citizenship record.</small>		
_____ RT Suite	_____ Roommate Preferences (up to 3 requests)	

MOVE TO A NEW HALL if space available: (Please check hall that you are requesting)

_____ Mark Allen North- \$740 RM#- _____	_____ Mark Allen South-\$740 RM#- _____	_____ Nellie Lee Hall- \$740 RM#- _____
_____ Roommate Preference	_____ Roommate Preference	_____ Roommate Preference
_____ Residence Towers**- \$980 (Room Scholarship recipients must pay difference in cost for RT, \$240) <small>**All applications are subject to campus citizenship review prior to assignment to RT. The high level of community responsibility essential to living in RT precludes assignments to RT by those with a negative citizenship record.</small>		
_____ RT Suite	_____ Roommate Preferences (up to 3 requests)	

Please check the **MEAL PLAN** you would like to have for **Spring 2009 Semester**. Please select on of the following:

- A. **19** meals out of the 19 meals served per week for **\$1380**
- B. Any **14** meals out of the 19 meals served per week for **\$1280**
- C. Any **10** meals out of the 19 meals served per week for **\$1215**

*If you do not indicate a Meal Plan for Spring 2009, you will be billed for Plan A. **Any changes to Meal Plans** can be made during the first two weeks of the semester.

Student Signature _____ **Date** _____

NOT RETURNING? See Reverse Side.

Room Cancellation/Deposit Refund Request Form – Spring 2009

NO, I DO NOT WANT TO RESERVE A CAMPUS HOUSING SPACE FOR SPRING 2009.

I understand that if I receive a room scholarship for Spring 2009, it cannot be applied toward off-campus housing and must be used for a residence hall space on campus.

Please send my Housing Deposit Refund*, minus damages and/or other charges that are applicable, to the following address:

Address: _____ City: _____ State: _____ Zip: _____

(Mailing address you want deposit sent to)

*Please allow 3-4 weeks after conclusion of semester for processing and delivery of Deposit Refund.

***REFUNDS ARE NOT AVAILABLE PRIOR TO DEPARTURE**

Student Signature _____ **Date** _____

Optional Resident Information

I will live off campus next semester.

Reason:

I will not be attending Eastern Arizona College next Semester.

Reason:

Please share your comments about your residential experience at EAC:

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